

Idaho Firewise Executive Director Position

Location: TBD, remote-work eligible (must be located within Idaho, with statewide travel)

Reports To: Board of Directors

Position Status: Full-time/exempt

Desired/Expected Start Date: March 2025

Position Summary:

The Executive Director (ED) serves as the chief executive officer of Idaho Firewise (IDFW), a non-profit organization dedicated to wildfire education and community resilience. The ED provides visionary leadership, strategic direction, and operational management to fulfill IDFW's mission. This role encompasses oversight of all organizational functions, including program development, staff management, fiscal accountability, fundraising, partnership building, and community outreach.

Key Responsibilities:

Leadership and Strategy:

- Lead the development and execution of IDFW's strategic goals and initiatives in alignment with the organization's mission.
- Serve as the public face of IDFW, representing the organization to stakeholders, media, and the general public.
- Foster a collaborative and inclusive organizational culture that promotes staff development, community engagement, and program excellence.

Program Management:

- Oversee the implementation of IDFW's wildfire education and community resilience programs, including the Firewise Demonstration Garden, chipping events, and youth mentorship initiatives.
- Ensure programs are effective, measurable, and aligned with statewide wildfire mitigation goals.

Partnership Development:

- Build and maintain strong relationships with federal, state, and local agencies, non-profit organizations, community groups, and private sector partners.
- Represent IDFW on statewide and regional committees, councils, and collaborative groups.

Fundraising and Financial Management:

- Develop and implement a comprehensive fundraising strategy, including grant writing, donor cultivation, and sponsorship development.
- Manage the organization's budget, ensuring financial sustainability and transparency.
- Oversee financial reporting, audits, and compliance with all funding requirements.

Staff and Operations Management:

- Recruit, supervise, and mentor IDFW staff, interns, and contractors.
- Ensure operational efficiency, including administrative functions, human resources, and policy adherence.
- Provide regular updates to the Board of Directors, facilitating effective governance and decision-making.

Community Engagement and Outreach:

- Design and execute public awareness campaigns, workshops, and events that promote wildfire safety and resilience.

- Expand IDFW's reach through innovative educational programs and the use of digital platforms, including social media and the organization's website.
- Advocate for the adoption of Firewise principles and other wildfire mitigation strategies in Idaho communities.

Qualifications:

- Bachelor's degree in Natural Resource Ecology, Fire Ecology, Environmental Science, Public Administration, or a related field.
- Minimum of 5 years of leadership experience in non-profit management, natural resource management, or wildfire education.
- Demonstrated success in fundraising, grant writing, and financial management.
- Strong understanding of wildfire behavior, mitigation strategies, and community resilience principles.
- Excellent interpersonal, communication, and public speaking skills.
- Proven ability to build and maintain partnerships across diverse sectors.
- Experience managing teams, including mentoring and supervising staff.
- Proficiency with digital tools for communication, project management, and outreach.

Preferred Qualifications:

- Advanced degree in Natural Resource Ecology, Fire Ecology, Environmental Science, Public Administration, or a related field.
- Experience working with federal agencies, particularly the U.S. Bureau of Land Management and U.S. Forest Service.
- Familiarity with Idaho's ecosystems and wildfire challenges.
- Knowledge of planning and zoning ordinances, home hardening practices, fire-resistant zoned landscape concepts, and wildfire policy landscape

Work Environment:

This position requires a mix of office work, field visits, and travel across Idaho. Occasional evening and weekend hours may be necessary.

Compensation:

\$60,000-\$65,000/year with retirement matching, health insurance stipend, paid holidays.

Application Instructions:

Interested candidates should submit a resume, cover letter, and three references to andrea@idahofirewise.org. Priority review of applications will begin on February 15, 2025, but applications will be reviewed on a rolling basis until the position is filled.

Idaho Firewise is an Equal Opportunity Employer

We celebrate diversity and are committed to creating an inclusive environment for all employees.

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Executive Director, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.