



GENERAL INFORMATION

Position Title: Executive Coordinator, Full-Time

Location: Carson City, Nevada

Takes Guidance from: Nevada Network of Fire Adapted Communities – Advisory Board

Supervised by: Nevada Division of Forestry – Cooperative Forestry/Fire Supervisor

The Nevada Network of Fire Adapted Communities (The Network) (<http://forestry.nv.gov/fire-adapted-communities/>) is a statewide organization that promotes wildfire preparedness, including defensible space and threat mitigation activities across all 17 counties of Nevada. As a collaborative focal point to support the development of fire adapted communities, The Network:

- **EDUCATES** homeowners about the threat of wildfire and promotes activities that help communities and homeowners prepare for and survive the occurrence of wildfire.
- **PROMOTES** wildfire risk threat reduction through community preparedness and planning.
- **SHARES** funding opportunities to assist landowners with hazardous fuels reduction and defensible space projects.
- **SUPPORTS** cooperator efforts to collaboratively achieve common fire adapted community objectives.

The Vision of the Network is: People living in vulnerable wildland urban interface locations will become active members of The Network and form enduring partnerships with fire services, other relevant organizations and individuals to create a community culture that continuously mitigates the threat and elevates the probability of people, structures and landscapes surviving the occurrence of wildfire.

The Mission of the Network is: To foster the widespread occurrence of Fire Adapted Communities where people living in threatened locations fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

The Network works collaboratively with a diverse range of partners including, but not limited to the U.S. Forest Service, Bureau of Land Management, Nevada Division of Forestry, University of Nevada Cooperative Extension's Living With Fire Program, Tahoe Network of Fire Adapted Communities, Nevada Fire Chiefs Association, WUI code planners, Nevada State Firefighter's Association, Nevada Association of Counties, Nevada League of Cities, local fire protection districts and departments, local community leaders, Nevada Landscape Association, as well as community leaders who have a vested interest in community wildfire preparedness, education, and mitigation.

POSITION DESCRIPTION

The Executive Coordinator is responsible for providing the leadership and oversight necessary to:

- Create a sustainable organization consisting of an effective **statewide network of local fire adapted communities** fully prepared for the occurrence of wildfire.
- Support the development of **community wildfire protection planning** efforts to better prepare communities, counties and agencies for wildfire.
- Promote **fuels reduction and mitigation projects** in wildland urban interface communities to reduce risk and mitigate potential loss.

The Executive Coordinator provides programmatic development, establishment and operations following the recommendations of the appointed and elected Advisory Board, with the supervisory, legal, logistical, and fiscal oversight from the Nevada Division of Forestry. Guidance and mentorship to contractors, community leaders, and cooperators will be an operational duty of the position, which will be delegated to future subordinates within the program when it grows beyond the current stage and has Regional Community Coordinators. In addition, the Executive Coordinator works in collaboration with the Advisory Board and acts as a regional liaison between federal, state, county and local representatives to encourage information exchange while strengthening collaborative partnerships between agencies and communities.

Nevada Division of Forestry staff will be providing some clerical and administrative assistance to this position as well as significant fiscal and contracting support. Field-based operational staff will also assist with technical outreach. The positions supervisor will assist with technical support and Living With Fire will provide some public education support.

POSITION SPECIFICS

While providing organizational oversight, the Executive Coordinator is primarily responsible for:

Grant, Agreement and Financial Management

Since the Network is primarily grant funded, a priority for the Executive Coordinator is to ensure financial sustainability for the organization. The Executive Coordinator works both independently and collaboratively to seek and apply for appropriate funding opportunities to support the activities carried out under the Network mission.

The Executive Coordinator will:

- Develop an annual budget that identifies anticipated expenditures and sources of revenue to support personnel, priority programs, and projects.
- Accurately manage the Network budget, funding allowances and expenditure timeline information for diverse grant and State funding sources.
- Provide budgetary information and funding recommendations to the Network Advisory Board.
- Actively pursue and manage federal, state and local grant opportunities often times in collaboration with interagency partners.
- Effectively coordinate efforts with NDF Fiscal Staff.
- Utilize established tracking and reporting mechanisms for all program funds used by the Network with the assistance of Nevada Division of Forestry fiscal staff.
- Pursue and manage fundraising and sponsorship opportunities.
- Draft and seek appropriate approval for planning, personnel, and other related contracts or memorandums of understanding.

Organizational Leadership/Sustainability/Partnerships

The Network strives to be forward thinking when planning for the future sustainability and resiliency of the organization. The position works to ensure timely progress toward achieving mission imperatives and funding stability. The Executive Coordinator is also an active partner in activities or efforts of partner organizations.

The Executive Coordinator is expected to:

- Act as a statewide leader, contact and liaison to encourage information exchange while strengthening collaborative partnerships.
- Provide strategic planning and oversight for to establish priorities, focus resources, and create a sustainable effective program.
- Facilitate updates to the Network strategic planning documents, operations manual and community leader's guide.
- Collaborate with the Network Advisory Board and future Regional Community Coordinators to develop an annual plan of work that outlines priority program goals and objectives as well as establishes outcome expectations.
- Serve as primary support staff for the officers of the Advisory Board including the scheduling, planning and organization of regular Advisory Board Meetings, finalizing Board meeting agendas, and assisting with other Board functions.
- Participate as a partner on the Fire Adapted Communities subcommittee for the implementation of the Nevada Cohesive Strategy.
- Track and document the status, needs, and accomplishments of Fire Adapted Communities statewide.

Research

The Network should be partnered with a team of social science and technical wildfire researchers. Collectively this partnership examines wildfire risk, homeowner perception of risk, and how certain behaviors or experiences influence homeowners to participate in wildfire mitigation activities.

- Actively promote and participate in researcher-practitioner collaboration.
- Provide general input to partnering research entities (eg. Living With Fire) for advancement of knowledge and action at all levels of the organization and program activities.

Community Wildfire Protection Education and Outreach

The Network promotes wildfire mitigation education statewide in an effort to broaden understanding of the inherent threat of wildfire to the people living in our wildland-urban interface areas. Continuous exposure to wildfire education through distributed materials and learning events engrains the vulnerability to wildfire into the community culture and empowers residents to prepare themselves, their homes, and the surrounding landscape to survive the occurrence of wildfire. The Living With Fire program will serve as the primary source of educational materials and educational programming promoted by the Network.

The Executive Coordinator is expected to:

- Provide strategic planning and coordination assistance for education and outreach efforts where needed.
- Understand and effectively communicate wildfire related issues to communities, delivering a consistent, specific message about wildfire and mitigation actions across all public education and press forums.
- Understand and effectively speak to issues involved with home ignition vulnerabilities.
- Assist with the development of educational material for Living With Fire, including education initiatives to promote the Network program concepts.
- Conduct and facilitate calls, webinars and in-person meetings to facilitate connections and shared learning.
- Work with Living With Fire staff in the design of workshops and learning events for network members. Promote attendance at these events throughout the Network.

- Work with staff to ensure logistics for events are in place.
- Host workshops and events, including facilitation.
- Document and share results of events as appropriate with the assistance of Nevada Division of Forestry and partnering organization staff.

Community Wildfire Protection Planning

Community wildfire protection planning efforts provide an integral base for helping to educate residents, promote fuels reduction, prioritize areas for action and encourage multi-level collaboration. The Network strives to support and encourage planning efforts and resulting recommendations to be used as guidelines for implementation efforts. The Network Executive Director participates in and facilitates the development of Community Wildfire Protection Plans and Community Assessments for community chapters while also engaging in the development of County Land Use and Codes and other broad-scale planning efforts.

As such, the Executive Coordinator is expected to:

- Provide strategic guidance and oversight for planning efforts.
- Secure future planning contracts/ agreements with the assistance of Nevada Division of Forestry contracting officer.
- When necessary, assist Regional Community Coordinators with the facilitation, drafting and development of planning efforts.

Fuels Reduction and Mitigation Projects

The Network Executive Director encourages fuels reduction projects within and around communities at-risk of wildfire in Nevada. A host of agency partners offer cost-share grant funding assistance to communities, private landowners, and homeowners for implementing landscape-scale fuels reduction and defensible space projects. The Network Coordinator will seek to connect those communities whom have approved Community Wildfire Protection Plans in place with the available funding sources.

The Executive Coordinator is expected to:

- Ensure that a forum or exchange exists and is maintained where funders can interface with those in need of financial assistance.
- Develop and coordinate tracking and reporting mechanisms for diverse grant sources that can map and document the planned and implemented fuels reduction projects.
- Provide oversight and assistance to Regional Community Coordinators to ensure success of all Network membership services, planning efforts, membership maintenance and technical assistance requests.
- Ensure the future Regional Community Coordinators are trained and capable of assisting community leaders with grant applications as requested.
- Provide strategic planning, oversight, and budget tracking to gain financial support for statewide high priority fuels reduction and mitigation projects.

PERSONNEL MANAGEMENT

The Executive Coordinator does not currently supervise any employees, though the strategic plan outlines the need and probability of hiring Regional Community Coordinators that will be supervised by the Executive Coordinator. The Executive Coordinator will provide guidance and mentorship to coordinators. The Executive Coordinator is responsible for hiring Regional Community Coordinators, creating position

descriptions, and work performance standards as well as acting as a representative to the Nevada Division of Forestry human resource personnel to resolve human resource issues and matters.

- Provides general long range targets/activities of Community Coordinators.
- Promotes employee professional development and growth.
- Fosters a team environment.
- Assists with the development of each employee's Annual Work Plan.
- Evaluates employees as required by state personnel policy dictates.
- Conducts annual self-evaluations with Community Coordinators.

DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of the Network.
- Leader with a track record of applying daily duty, respect, and integrity.
- Independent, self-motivated, creative professional.
- Foster interpersonal relationships, careful partnership building and follow-through.
- Ability to facilitate productive group deliberations concluding in supported decisions
- Excellent oral and written communication skills.
- Strong facilitation and leadership skills.
- Public speaking and professional presentation skills.
- Team player with the ability to collect many different types of input and move forward in positive, productive ways.
- Ability to simultaneously manage multiple projects with varying levels of complexity.
- Ability to make sound decisions when considering a multitude of complexities.
- Close attention to detail and organization.
- Willingness to work some evenings, weekends and holidays and travel at least one week per month.
- Organized, capable of prioritizing, and problem solver.

NECESSARY EXPERIENCE

- Program management and oversight.
- Strategic planning, policy and procedure development.
- Supervisory experience.
- Volunteer development and coordination.
- Grant or financial management and reporting.
- Proven coalition building around community issues.
- Understanding of community wildfire issues and wildfire adaptation principles.
- Strong proficiency in Microsoft Excel, Word, Publisher, Access & PowerPoint.
- Map-based tracking, analysis, and planning.

REQUIRED QUALIFICATIONS

All qualifications are set forth by the State of Nevada, Department of Administration, Division of Human Resource Management per the established Class Specification for the Conservation Staff Specialist II position (<http://hr.nv.gov/uploadedfiles/hrnvgov/content/resources/classspecs/01/01-810spc.pdf>).

Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and three years of journey

level professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; OR an equivalent combination of education and experience.

COMPENSATION

The Executive Coordinator's salary and benefits are established by the State of Nevada. The funding sources for the salary are currently grant funding with more than two years available. State funding will be pursued in the future. The position will be established at a grade 36, and steps 1 through 10. The agency may apply for an advance in steps upon hire, depending on the qualifications of the candidate, though advancement is not guaranteed. This position is a benefited employment opportunity. Benefits include health insurance, retirement, mileage, cell phone stipend, paid time off and paid holidays.

The position is expected to work 40hrs/ week from our Carson-based office location and other field locations requiring assistance. Policies and procedures are established in the following:

- Nevada State Employee Handbook,
- Nevada Division of Forestry - Division Administrative Manual,
- State Administrative Manual, and
- Nevada Network of Fire Adapted Communities Operations Manual.

Employee will be eligible for full benefits immediately upon hire, though leave cannot be taken within the first six months of employment, sick time can be used as accrued and a 1-year probationary period is mandatory. The position will report to, and be supervised by, the Cooperative Forestry/Fire Supervisor at Nevada Division of Forestry.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in an office, vehicle and /or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

ADDITIONAL INFORMATION

Successful applicants must have a valid Nevada driver's license.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.

NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

