



**CWSF**  
COUNCIL OF WESTERN  
STATE FORESTERS

## Director of Wildland Fire December 2024

<b>Position Title:</b>	Director of Wildland Fire
<b>Location:</b>	Virtual workplace within western U.S. locations – must be in a <a href="#">Council of Western State Foresters (CWSF) member State/Pacific Island</a>
<b>Functions:</b>	The Council of Western State Foresters (CWSF) and Western Forestry Leadership Coalition (WFLC) seeks a Director of Wildland Fire to identify, promote, and carry out activities aimed at improving the implementation and coordination of wildland fire management in the western United States, including through the cultivation of partnerships to serve the interests of CWSF/WFLC Members and western forestry and wildland fire partners
<b>Work Schedule:</b>	Full-time salaried position, exempt
<b>Compensation:</b>	\$72,000 - \$104,000; this amount may vary based on qualifications and the selected individual's location to account for locality cost of living. Benefits include vacation and sick leave; medical, vision, and dental insurance; 401k; and life insurance.
<b>Reports to:</b>	Executive Director
<b>Closing Date:</b>	February 7, 2025, with applications reviewed on a rolling basis

The Director of Wildland Fire serves CWSF in accordance with the CWSF bylaws, as a full-time, salaried, exempt employee who will report to and be guided by the CWSF Executive Director.

### Duties & Responsibilities

*Support CWSF's Strategic Plan Goal 1 to create an inclusive, member-centered environment that facilitates meaningful engagement and learning among members. Duties to include:*

- Support CWSF/WFLC committees, specifically focusing on providing support to the Western State Fire Managers (WSFM) Committee and its subcommittees/workgroups, including but not limited to the Western State Fire Business Managers, Health and Wellness Subcommittee, and Wildland Urban Interface (WUI) grant subcommittee.
- Lead the development of state and state-federal work groups to facilitate knowledge sharing and growth on wildland fire issues of priority to members.
- Lead communication and coordination amongst WSFM/National Association of State Foresters (NASF) Fire Director, Northeast-Midwest State Foresters Alliance (NMSFA) Fire Supervisors/Southern Group of State Foresters (SGSF) Southern Chiefs/CWSF Staff.

- Coordinate representatives from WSFM to the National Wildfire Coordinating Group (NWCG) committees and subcommittees, and ensure communication from WSFM and representatives.
- Coordinate workforce development, capacity, sustainability, training, and mental health-well being coordination and communication amongst WSFM member states and supporting agencies.
  - Develop and facilitate western states' priority trainee program. Coordinate the exchange of critical training opportunities between western states.
  - Develop and coordinate western state recruitment and retention plans. Share successes and models for states to consider adopting.
  - Facilitate employee developmental assignments. Model the federal “detail” assignment through state-to-state and compact agreements.
  - Represent and coordinate the western states with the development of western state training academies.
- Coordinate resource sharing for all fire management activities, including aviation, prescribed fire, fire finance and billing, state-to-state, and compact sharing.
- Support collaboration and communication of state legislation, rules, and policies for information sharing and understanding between states, in coordination with the CWSF Director of Policy.
- Assist with onboarding new WSFM leadership and ensure communication and understanding of leadership roles and responsibilities. Assist with WSFM leadership succession management and sustainability.
- Coordinate, develop, and provide support for western states in completing fire documents, whitepapers, surveys, etc.
- Provide support and act as the liaison for western states regarding after-fire issues (reviews, billing issues, After-Action Reviews (AAR), etc.) as needed.
- Coordinate WSFM representation on NWCG committees and ensure communication, requests for information, and emerging issues are disseminated to all WSFMs.
- Support CWSF communications efforts in coordination with the Director of Communications, including providing committee-related website updates, reviewing and developing committee-related content for monthly newsletters, helping to shepherd the process on committee-related communication products, and sharing information with CWSF/WFLC members and partners.

*Support CWSF’s Strategic Plan Goal 2 to be a trusted and credible authority and advocate for western forestry and wildland fire priorities. Duties to include:*

- Develop and implement strategies, in consultation with the Executive Director and the WSFM committee, to improve information and knowledge sharing about and the delivery and implementation of policies and programs aimed at maintaining and improving the fire adaptive resilience of western forests.

- Improve the state of information and knowledge on wildland fire policies and programs of relevance in the West.
- Develop timely and relevant reports and other information resources to share with CWSF/WFLC members and partners.
- Represent CWSF/WFLC at meetings and conferences to convey key western wildland fire messages and build strategic alliances and networks with strategic partners.

*Support CWSF's Strategic Plan Goal 3 to strengthen the prominence of western forestry priorities through establishment and maintenance of strong and collaborative partnerships. Duties to include:*

- Serve as the western states' liaison to the NASF Fire Director, SGSF Fire Director, and the CWSF WSFM committee members.
- Serve as western states' liaison to the National Interagency Coordination Center (NICC) and western regions for state fire resource issues.
- Coordinate engagement with the national and regional State Forester associations on CWSF/WFLC wildland fire work areas with relevance to other regions and/or of national interest.
- Represent the CWSF/WFLC membership and the Executive Director, as requested, at high-level meetings and dialogues.
- Work to build strong relationships, coordination, and communication between western states and western region federal wildfire leadership representatives, particularly within the WFLC membership.
- Represent the WSFM, as requested, at wildland fire meetings and dialogues.
- Coordinate with the Western Fire Chiefs Association and external agencies, such as the Federal Emergency Management Agency (FEMA) and other Emergency Support Function 4 agencies, to encourage greater interaction and communication with WSFM.

*Support CWSF's Strategic Plan Goal 4 to manage the governance, financial, operational, and human affairs of the organization using sound and well-informed approaches. Duties to include:*

- Provide oversight of contracted service providers, as assigned by the Executive Director, to ensure high-quality delivery of agreed-upon goods and services.
- Perform federal grant management activities, as requested.
- Attend, lead, and/or actively participate in all staff, one-on-one, and director-level meetings.
- Participate in all CWSF/WFLC policies, procedures, and norms aimed at ensuring administrative efficiency and excellence as a professional and as part of a staff team.
- Align CWSF committee governance with strategic plan and by-laws.

## Qualifications

### *Required:*

- Minimum of 10 years of professional wildland fire experience, five years of which must have been in a leadership role.
- Excellent writing, networking, coordination, collaboration with state and federal partners, facilitation, organization, verbal communication, and presentation skills.
- Demonstrated ability to meet multiple deadlines and prioritize projects.
- Ability to travel 25 - 50% of the time.
- Highly organized, with expertise in Microsoft Office and Google products.
- Ability to work in teams and independently.
- Commitment to high-quality results.

### *Preferred:*

- Bachelor's or Master's degree in emergency management, forestry, natural resources, or a related field.
- Experience working with state and/or federal natural resource agencies.
- Experience working in a virtual environment with communication tools like Zoom, Teams, Slack, etc.

## How to Apply

Email your resume, cover letter, and three professional references to: [info@westernforesters.org](mailto:info@westernforesters.org). Please include "Director of Wildland Fire Position Announcement" in the subject line. The position is posted at <https://www.westernforesters.org/join-our-team>.

## Equal Opportunity Employer

CWSF is an equal opportunity employer and complies with all federal and Colorado state laws, regulations, and executive orders.