



**CWSF**  
COUNCIL OF WESTERN  
STATE FORESTERS

## Executive Director Position Advertisement

The Council of Western State Foresters (CWSF) seeks an Executive Director to provide leadership, coordination, strategic planning and public outreach on behalf of the organization. The Executive Director also serves as the Western Forestry Leadership Coalition (WFLC) Executive Director. The WFLC is a coalition between the CWSF and the western USDA Forest Service leadership.

The Executive Director serves the 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 Committee and WFLC Executive Board. This position supervises the staff and contractors of the CWSF and will retain the ultimate responsibility for achieving west-wide CWSF and WFLC goals and objectives.

### **Duties and Core Responsibilities**

#### ***Leadership***

- Provides focused leadership, executive level decision making and a centralized point of contact for addressing current and emerging natural resources issues of west-wide importance.
- Serves as a point of contact for the CWSF, WFLC, the National Association of State Foresters (NASF), the USDA Forest Service (Forest Service), other State and Federal Agencies, private and non-profit organizations and the general public in fulfilling information requests and providing leadership and coordination on current and emerging issues in the west, program development and budgeting, communications, marketing, legislative affairs and other important strategic actions.
- Serves as a liaison and resource on forestry issues to key national and regional partner organizations.
- Represents the CWSF and WFLC in discussions on issues of west-wide concern, to include legislative outreach, budget planning and execution, policy development, program delivery, regional and national meetings with partners, work planning and prioritization and promotion of western activities.
- Cooperates, in consultation with western Forest Service Research Stations, research organizations, colleges and universities and others, in pointing out needs for improved or new scientific research and methods to increase effectiveness in natural resource management.
- Ensures successful delivery of the CWSF Strategic Plan and the WFLC Strategic Plan and identification of annual priorities.

#### ***Legislative Outreach and Coordination***

- Supervises the CWSF Forest Policy Director.
- Provides coordination and a central point of contact in assisting the CWSF and its members in the development of outreach strategies and priorities.
- Participates, as appropriate, on NASF and Forest Service executive and legislative coordination and strategy planning and analysis.
- Helps connect State Foresters or their representatives with Members of Congress and Congressional Committees on issues and legislation of west-wide importance and/or related to priorities of the organization.
- Attends Congressional hearings and related activities.

### ***Communication and Program Delivery***

- Supervises the CWSF Communications Director and the Member Services Associate.
- Provides leadership, program direction and coordination between State and Federal officials, private landowners, industries, other agencies and associations in negotiating and achieving progress toward accomplishment of balanced cooperative programs.
- Maintains a broad network of contacts with other agencies, interest groups and organizations.
- Supervises and ensures the development and maintenance of necessary communication and outreach tools such as brochures, websites, issue papers, videos and information databases. Facilitates field tours and other outreach activities.
- Maintains good relationships with Forest Service partners and facilitates improved communication among western States and Regions.
- Actively promotes the success and accomplishments of the CWSF, the WFLC and related partners.
- Assesses the nature and extent to which western Forest Service programs and staff, at the State and Federal levels, are meeting national and regional resource management and protection needs. Assists in developing strategies for change or improvement when necessary.
- Ensures successful delivery of the CWSF Wildland Urban Interface Grant Process and the WFLC Western Landscape Scale Restoration competitive granting processes in the west.
- Promotes public understanding of and support for western forest management needs.

### ***Budget Planning, Execution and Grant Management***

- Supervises the management of financial resources and ensures that available funds are used responsibly and appropriately in the accomplishment of CWSF and WFLC goals.
- Facilitates western States' input into regional and national budget strategies and related allocation, distribution or focused funding activities.
- Provides leadership in researching and pursuing non-traditional project funding sources and increasing non-federal revenue realized from the WFLC Spring Meeting.
- Ensures success of CWSF and WFLC in-person meetings.
- Provides management of CWSF grants and contracts and ensures compliance with federal granting rules and regulations.
- Manages payroll, human resources, and accounting service providers to ensure successful delivery of the CWSF and WFLC mission.
- Supervises permanent, contract, detail and hourly employees.
- Secures annual grant funding.
- Maintains all necessary documentation for 501c3 status and requirements for organizations receiving federal grant funds.

### **Requirements**

Minimum of five years of experience in a leadership role and Bachelor's degree in communications, business, natural resources, or related field required. Master's degree, MBA or CAE designation preferred. Excellent written, networking, financial management, verbal communications, and presentation skills are a must. Policy and legislative experience, along with experience working in forestry or natural resources-related field preferred. Demonstrated ability to meet multiple deadlines, prioritize projects and manage staff. Ability to travel up to 60% required.

### **Details**

The CWSF Office is located in Denver, CO; relocation assistance may be available. The CWSF offers a competitive benefits package.

### **How to Apply**

Please forward resume and cover letter including specific salary requirements to “Executive Director Position” at [info@westernforesters.org](mailto:info@westernforesters.org) for consideration. Application package can also be mailed to the Council of Western State Foresters Attn: Executive Director Position at 110 16<sup>th</sup> Street, Suite 603, Denver, CO 80202. For full consideration, application materials must be received by 5 p.m. MDT on May 5, 2017.

### **Equal Opportunity Employer**

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