Position Title: Partnership & Collaboration Director  
Job Type: Full Time, Exempt, Salaried  
Job Location: Ridgway, CO  
Reports to: Executive Director  
Closing Date: Open Until Filled  
Anticipated Start Date: Negotiable but seeking a candidate available to start as soon as possible

Organization
The West Region Wildfire Council (WRWC or The Council) is a nonprofit based in Ridgway, CO. The organization promotes and empowers community wildfire adaptation while increasing resiliency to future wildfire. WRWC acts as the regional focal point for coordination and collaboration for reducing wildfire risk within Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel counties.

The West Region Wildfire Council has a governing Board of Directors that is made up of appointed state, county and local representatives with federal liaisons from the BLM & USFS.

Position Summary
This position will expand WRWC’s capacity to convene, facilitate and foster collaborative communication and coordination services for numerous partners and stakeholders to achieve mutually desired outcomes. This includes individuals, community organizations, industry representatives, NGO’s, local governments, special districts, state and federal agencies, institutes of higher education, elected officials and others.

Wildfire has the potential to affect and impact (both positively and negatively) communities, critical infrastructure, watersheds, water resources (both quantity and quality), ecosystems/ ecosystem services, natural resources, private industry, public lands, public resources, local economies and many other values.

Given the realities of a changing climate and the urgent threats to our forests, watersheds and communities posed by uncharacteristic wildfire, this position will provide leadership and/or assistance with all related efforts and initiatives to create and enhance connections between and amongst stakeholders, promote coordination and collaboration, and advance an increase to the pace and scale of community prioritized outcomes such as: forested acres treated, hardened homes, increased public awareness, improved forest and ecosystem resiliency, increase use of prescribed fire, community preparedness and other associated outcomes that reduce wildfire risk.

Why Join the West Region Wildfire Council Team?
The staff of the WRWC is a small and hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to advance our mission and help make our communities, forests and watersheds more resilient to wildfire. We utilize a team oriented and collaborative approach to address the wildfire issue – one that is large in scale and complex in nature. We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach and we seek to leverage the best available science and the best available technologies as well as our partnerships and relationships to further our work and impact.

Our staff value a high-quality work product and an ability to recognize needs- coupled with the willingness to jump in and begin addressing those needs. We are focused on honoring commitments and we value capacity to think outside the box, innovate and move our programs forward in support of the WRWC mission. If working in this kind of environment is of interest to you, working for the West Region Wildfire Council may be an ideal opportunity for you!
Our Office: We have a wonderful office location in the heart of downtown Ridgway. Mountain feel, an abundance of natural light, FAST fiber internet and an outdoor patio table for al-fresco meetings. WRWC staff work from our Ridgway office but staff (including this position) are afforded the opportunity to work remotely as job duties and schedules allow—on a limited basis.

Primary Areas of Responsibility
Facilitation of and/or participation within forest/watershed collaboratives
- Regularly communicate with partners, stakeholders and others through email, web page development, phone and other mechanisms.
- Utilize principles of neutral facilitation to co-develop agendas and convene attendees.
- Facilitate, coordinate or participate in meetings of collaborative groups within Colorado’s West Region counties (Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties).
- Serve as a resource to collaborative groups and collaboratively focused projects/initiatives to build collaborative capacity.
- Advance partnerships with local governments, state and federal agencies and other organizations that work towards increasing the pace and scale of forest and watershed related projects and outcomes.
- Engage with assessment, modeling and research efforts to support collaborative and science-based prioritization and decision making.
- Engage partners and stakeholders to jointly set priorities and to work collaboratively towards increasing the pace and scale of projects that reduce wildfire risk, restore ecosystem and watershed function, and increase community and landscape resilience to future wildfire.

Foster development of place-based forest/watershed collaboratives within the West Region
- Identify key partners to assist with the development and fostering of regionally appropriate place-based forest/watershed collaboratives
- Serve as a resource to partners and stakeholders for the development and facilitation of place-based forest collaboratives.
- Promote the integration of wildfire risk mitigation and wildfire ecosystem resilience priorities

Participate in related planning and implementation efforts
- Attend, participate and serve as a resource for Community Wildfire Protection Plan (CWPP) updates, and County Hazard Mitigation Plan (HMP) updates.
- Represent WRWC in other planning efforts such as Forest Plan Revision, Adaptive Management Groups, Watershed Management Planning and related efforts.

Collaborative Project Coordination & Outreach
- Facilitate communication and coordination between partners associated with multi-organizational collaborative projects
- Lead, coordinate and participate in public outreach efforts associated with project scoping and planning
- In coordination with staff, lead efforts related to the development of agreements that provide pathways for landowner and community participation in collaborative based vegetation management projects.

Communications & Public Information
- Steward and manage WRWC’s partner and stakeholder contact information database
- Lead or review development of email, print, direct mailing and web-based communications, in coordination with relevant staff, to advance WRWC’s mission and engage a variety of audiences
- Manage agreements with vendors and service providers related to current and future communication platforms

Preferred Qualifications
- **Education:** Bachelor or master’s degree in a facilitation and/or natural resource management related field (e.g. strategic leadership, process-oriented facilitation, communications, conflict resolution, psychology, sociology, anthropology, human geography, human dimensions of natural resources forestry/forest management, watershed management, geography or a closely related field.)
- **Professional Certifications:** facilitation certificate or mastery from the International Association of Facilitators (IAF), the International Institute for Facilitation (INIFAC) or any other accredited institution *(preferred but not required)*
- **Experience:** Two years of experience in facilitation with applied skills surrounding process-based facilitation methods. *(preferred but not required)*
- **Experience:** Two years of experience associated with facilitating or participating in place-based collaborative organizations and partnerships. *(preferred but not required)*

**Knowledge, Skills and Abilities**

- Knowledge of and experience with collaborative forest, ecosystem and watershed management/restoration
- Knowledge of and experience with funding sources, mechanisms and programs intended to support collaborative forest management such as the Collaborative Forest Landscape Restoration Program (CFLRP), Joint Chiefs Landscape Restoration Program and other related programs
- Knowledge of federal land management including the application of the National Environmental Policy Act (NEPA)
- Knowledge of vegetation management tools and practices such as mechanical vegetation management treatments, timber harvesting, prescribed burning, slash management, wetland/wet meadow restoration and related practices.
- Knowledge of watershed science principles including interactions between forests and water resource as well as the principles of watershed and water resource management
- Knowledge of intermountain west ecosystems and fire ecology
- Skill sets associated with facilitation, mediation, consensus building, network development and coordination
- Skill sets associated with applied social science research, development and utilization of surveys and similar
- Ability to develop and sustain professional relationships and organizational partnerships
- Ability to work in a small nonprofit team-oriented environment

**Ideal Attributes**

- Personable and professional. Successful candidate will be enthusiastic about meeting and communicating with a variety of people from a variety of backgrounds very frequently.
- Attention to personal relationships, partnership development and retention
- Self-starter and self-motivated, independent and committed to being helpful
- Excellent customer service ethics- strives to “meet people where they’re at” when communicating
- Excellent oral and written communication skills including public speaking and presentation skills
- Strong project management and organizational skills, able to manage multiple projects and activities
- Team player with the ability to collect many different types of input and move forward in a positive, productive way
- Willingness to work some evenings, weekends and holidays *(flexibility)*

**Ideal Technical Skills**

- Strong proficiency with word processing, presentation platforms, spreadsheets and database management
- Proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, etc.)
- A clean driving record as well as Colorado issued driver’s license (or ability to get one)
- Ability and willingness to drive an organization owned vehicle for travel within the work area
- Ability and willingness to use a personal vehicle for travel within work area *(see “mileage reimbursement” below).*

**Compensation & Benefits**

- **Annual Salary:** $55,000-$62,000 (depending on experience)
- **Annual Salary Increase:** All employees are eligible for an annual performance and budget dependent salary increase, typically in the range of 3.335%
- **Pay Period:** Bi-weekly
- **Exempt:** Full time, Fair Labor Standards Act (FLSA) Exempt position
• **Healthcare:** WRWC offers a taxable Employee Wellness Stipend- $155.00 per pay period ($4,008.00 annually). No wait period.
• **Retirement:** Up to $1,250 annually (after probationary period) cash match for individual qualified IRA contributions
• **Paid Holidays:** 11 paid holidays (including your birthday)
• **Flexible Time Off Policy:** WRWC offers a Flexible Time Off Policy which permits opportunities for employees to request/take paid time off on an as needed basis with the intent of promoting trust in our employees and a sensible work-life balance. This benefit covers both personal leave and sick leave.
• **Cell Phone Stipend:** Up to $60/month
• **Physical Training Time:** Up to 2 hours per week paid time
• **Mileage Reimbursement:** Reimbursement for work related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
• **Company Owned Vehicle:** Use of a company owned vehicle, in accordance with policies and availability of the vehicle (WRWC currently owns only one vehicle)
• **Professional Development:** Support, including funding, for continued professional development, education and training as needs, budget and capacity allows.

**TO APPLY**
• **Closing Date:** Open Until Filled
• **Application Materials:**
  o Cover Letter – describing your experience as it relates to the position, your interest in working in this field and how you believe your knowledge, skills and abilities will help WRWC be successful. *Also, please indicate in your cover letter how you found out about this position.*
  o Resume
  o 3 References – name, title, contact information and a brief explanation of your relation to this person.
  o Please package all application materials in to a single PDF
  o *Optional:* You may include one highly related work product that showcases an example of your skillsets, experience, etc. as it relates to this position. This can be a separate attachment or link, etc.
• **Email:** Lilia Falk; Director of Finance, Agreements and Human Resources at [lilia.falk@cowildfire.org](mailto:lilia.falk@cowildfire.org)
• **Subject Line:** Partnership & Collaboration Director – [Your Last Name]
• **Interview Process:**
  o Candidates who proceed beyond the initial application screening will be offered a preliminary informal interview (held via zoom) with the Executive Director and Director of Human Resources as schedules align.
  o Candidates who proceed beyond the preliminary Interview will be offered the opportunity to participate in a Partner Panel Interview (held via zoom) with a selection of partners and colleagues from outside of the West Region organization as well as internal staff.
  o Candidates who proceed beyond the Partner Panel Interview will be invited back for a final In-Person interview with staff.
• **Start Date:** Negotiable, as soon as is mutually possible

**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, talk on the phone, or hear for extended periods of time. Occasionally lifts and carries 50lbs at least 100ft. Frequently walks over uneven rough terrain, carries necessary job equipment and can spend extended amounts of time outdoors in the elements. Frequently sits in one position while driving or while in the office or while attending in-person or zoom meetings. In some cases, the position may need to travel large distances during a single day to access some of the remote locations associated with this job. Limited overnight travel is expected. Weekend or evening commitments exist but are not overly frequent.

WRWC strongly encourages employees to vaccinate (and boost) for COVID-19 as well as other infectious diseases following relevant local, state and federal guidelines.
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. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.