



CWSF
COUNCIL OF WESTERN
STATE FORESTERS

Position Announcement January 2023

Position Title:	Executive Director
Location:	Virtual workplace. Prefer applicants in Denver, Colorado; will consider exceptional applicants in other western U.S. locations – must be in a CWSF member state in continental U.S. or Hawaii
Work Schedule:	Full-time salaried position, exempt
Compensation:	\$99,908 - \$152,771; this amount may vary based on 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.
Reports to:	CWSF Executive Committee
Closing Date:	February 3, 2023 at 5:00 p.m. Mountain Time

Function

The Council of Western State Foresters (CWSF) seeks an Executive Director to provide leadership and strategic planning, policy outreach and coordination, communication and program delivery, budget planning and execution, and grant management. The Executive Director also serves as the Western Forestry Leadership Coalition (WFLC) Executive Director. The WFLC is a coalition between CWSF and the western USDA Forest Service leadership.

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

Duties and Core Responsibilities

Leadership and Strategic Planning

- 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 CWSF, WFLC, the National Association of State Foresters (NASF), the USDA Forest Service (Forest Service), other state and federal agencies, private and nonprofit 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 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.

Policy Outreach and Coordination

- Provides coordination and a central point of contact in assisting 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 meetings, hearings, and related activities as required.

Communication and Program Delivery

- 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 CWSF, 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 competitive grant processes.
- Promotes public understanding of and support for western forest management needs.

Budget Planning and Execution, 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 project funding sources. Secures annual grant funding.
- 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.
- Maintains all necessary documentation for 501 (c)(3) status and requirements for organizations receiving federal grant funds.

Qualifications

Required:

- Minimum of 10 years professional experience, five years of which must have been in a leadership role.
- Bachelor's degree in forestry, natural resources, communications, business, or a related field.
- Experience working in forestry or a related natural resources field.
- Excellent writing, networking, financial management, verbal communications, and presentation skills.
- Demonstrated ability to meet multiple deadlines and prioritize projects.
- Staff management experience.
- Ability to travel 60 - 75% of the time.

Preferred:

- Master's degree in a relevant field.
- Certified Association Executive designation.
- Policy, legislative, and communications experience.
- Experience working with state and/or federal natural resource agencies.

How to Apply

E-mail your resume, cover letter, and three professional references to: info@westernforesters.org. Please include "Executive Director Position Announcement" in the subject line. The position is posted at <https://www.westernforesters.org/join-our-team>.

Interview Schedule

Please note that for those selected for the first round of interviews, virtual interviews will take place Monday, February 13 - Tuesday, February 14. For those selected for the second round of interviews, in-person interviews will take place in Denver, CO on Tuesday, February 21 - Thursday, February 23. Travel costs will be reimbursable by CWSF.

Equal Opportunity Employer

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