

## WILDFIRE MITIGATION PROGRAM MANAGER



### THE ORGANIZATION

Coalitions & Collaboratives, Inc. (COCO, Inc.) is a nonprofit social enterprise with a vision of *people working together, for people and the planet*. Our mission is to *foster on-the-ground conservation efforts that protect and restore natural resources and local communities by supporting collaborative conservation organizations to produce collective impacts through stakeholder driven efforts*.

### POSITION DESCRIPTION

The Mitigation Program Manager is responsible for implementing Coalitions and Collaboratives, Inc wildfire risk reduction mitigation programs and associated wildfire risk reduction/mitigation projects and activities across the United States. The position works directly with COCO leadership staff on wildfire risk reduction initiatives. The Mitigation Program Manager will act as a liaison between federal, state, county, and local representatives to encourage information exchange, on-the-ground program implementation, provide mentoring and training, and work to strengthen collaborative partnerships between agencies and communities.

***\*\*This is not an entry-level position\*\* Incumbent is expected to have significant professional knowledge and ability related to the following tasks. Because this position is dynamic and adaptive, we provide the sample tasks below. The activities and responsibilities may change as the program responds to new developments and needs.***

### COMPENSATION & BENEFITS

- The position is expected to work 40+ hours/ week. For the right applicant this position may be able to work from a remote location; however, frequent travel will be necessary.
- Compensation for this position: \$56,000-\$67,500 starting salary range.
- COCO offers the following benefits:
  - Health Insurance
  - Paid Time Off (Sick & Vacation)

- Paid Holidays
- 401k matching contributions

### Education & Outreach

*A critical component of our work is to engage, share wildfire mitigation best practices and work to increase the effectiveness of mitigation activities.*

#### *Example Tasks:*

1. Provide direct wildfire mitigation related mentorship, guidance and review of programs to Action, Implementation, and Mitigation program (AIM) awardees.
2. Supports the mitigation best practices training by developing curriculum, teaching, presenting and supporting professional development.
3. Engage with WUI community leaders via phone, written, electronic as well as on-site face-to-face communications to increase awareness and understanding related to wildfire risk and activities/actions that can be taken to reduce/mitigate risk.
4. Represent COCO on local, regional and national boards, committees and working groups.
5. Create and distribute professional program related information using a variety of platforms and tools.
6. Understand and effectively speak to wildfire related issues to deliver consistent yet site specific, engaging and science-based information and training about wildfire risk and mitigation best practices in both the built and natural environments.
7. Utilize existing and emerging technologies to deliver site-specific wildfire risk reduction recommendations to communities via a variety of communication mechanisms, such as generated reports and maps.
8. Attend, coordinate and help facilitate meetings and outreach opportunities to deliver presentations and educational materials, promote mitigation programs and strengthen community relationships.
9. Coordinate and complete targeted outreach to communities via a variety of mechanisms. Assist with the design and implementation of mitigation projects across a wide geographical area.

### Partnership Development

*Work with communities to develop effective, diverse and sustainable mitigation programs.*

*Example Tasks:*

1. Support all elements (both strategic and tactical) of the Action, Implementation and Mitigation Grant Program.
2. Coordinate / develop / foster mitigation partnerships with diverse partners at the national level.
3. Facilitate and resolve conflict. Help set priorities and align diverse interests to create sustainable mitigation programs.
4. Develop organizational partnerships across a wide geographic region.

**Wildfire Planning**

*Develop planning products to help communities prioritize risk reduction actions.*

*Example Tasks:*

1. Work with communities to support the completion of parcel level rapid wildfire risk assessments, Community Assessments and/or community level CWPPs.
2. Facilitate and complete fieldwork associated with wildfire risk assessments, Community Assessments and CWPPs in order to develop associated planning documents.
3. Use GIS (ArcMap, Collector, etc.), diverse hardware, software and Google Earth to create geodatabases, Story Maps other geospatial projects in support of planning and reporting activities.

**Community Mitigation Programs**

*Wildfire Mitigation Manager will aid communities in the development of comprehensive and strategic mitigation programs.*

*Example Tasks:*

1. Provide guidance and consultation for the AIM grant program.
  - a. Review AIM proposals and applications to ensure programs and projects are achieving the intent of the AIM funding.
  - b. Provide critical and helpful review of AIM funded program
  - c. Ensure compliance with all grant requirements
  - d. Increase AIM internal processes and support programmatic expansion.

- e. Perform periodic AIM awardee inspections and compliance checks to ensure adherence to design criteria and specifications for intermediate as well as final project checkoffs.
2. Promote mitigation programs through a variety of outreach and networking mechanisms, including sharing different models, helping design programs and in development of cross boundary projects and programs.
3. Enhance, develop, design and coordinate national mitigation programs and projects including the following supporting tasks:
  - a. Identify and work collaboratively with key community liaisons/advocates to plan and initiate programs and projects that adhere to mitigation best practices.
  - b. Support the development of new tools.

### Monitoring and Evaluation

*Position will be responsible for management of all programmatic data and delivery of data to funding organizations.*

#### *Example Tasks:*

1. Support reporting efforts by tracking detailed programmatic information using spreadsheets, written reports, photographs and GPS/GIS technologies.
2. Developing and sharing data collection programs for supported communities and organizations.
3. Develop interim and final programmatic reports to meet deadlines.
4. Work with supported communities to collect programmatic outcomes, lessons learned.
5. Ability to be responsive to the needs of the supported communities.
6. Development of program monitoring programs and evaluation tactics to adapt programs as needed.

### Organizational Sustainability

*The position supports leadership's efforts to ensure timely progress toward future organizational direction and vision.*

#### *Example Tasks:*

1. Assist with organizational sustainability efforts.

2. Pursue funding opportunities in collaboration with COCO staff and partners.
3. Assist and develop future funding mechanisms to support program.  
Activities will include:
  - a. Grant writing
  - b. Fundraising
  - c. Outreach and Education
  - d. Presentations

## NECESSARY ATTRIBUTES

1. Independent and self-motivated with ability to work remotely with limited supervision.
2. Attention to personal relationships, partnership development and retention.
3. Excellent oral and written communication skills including public speaking and presentation skills.
4. Strong facilitation and leadership skills.
5. Team player with the ability to collect many different types of input and move forward in a positive, productive way.
6. Ability to simultaneously manage multiple projects and activities.
7. Close attention to detail and organization.
8. Willingness to work some evenings, weekends and holidays (flexibility).
9. Willingness to travel locally, regionally and across the U.S for extended periods of time (Proximity to large international airport will be essential to minimize travel associated costs).
10. Strong proficiency with word processing, Power Point, spreadsheets and database management.
11. Proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, etc.)
12. Proficiency with ESRI products (ArcMap, Catalogue, Collector, Online, etc.) as well as handheld GPS technologies
13. Ability and willingness to use a personal vehicle (POV) and rental vehicles for travel within work areas.
14. **Understanding and experience with a variety of topics/disciplines including:**
  - a. Wildfire ecology in fire prone and fire excluded environments
  - b. Wildland fire behavior
  - c. Defensible space design, development & best practices

- d. Strategic fuelbreak design, development & best practices
- e. Fuels management best practices
- f. Structural ignition vulnerability & mitigation measures
- g. Common wildland fire suppression operations and tactics
- h. Behavioral and economic applied sciences
- i. Emergency preparedness & response
- j. Community development & land use planning
- k. Facilitation
- l. Partnership development
- m. Budgeting
- n. Training development & delivery
- o. Logistics and event planning
- p. Communications tactics and techniques

## QUALIFICATIONS

1. College degree in a related field and 3 years of experience in wildfire mitigation programs.
2. Qualified as a wildland fire fighter, and in IROC (or have the ability to become qualified within one year of date of hire).
3. Ability to deploy on fire assignments may be a requirement of this position

## ENVIRONMENTAL & PHYSICAL FACTORS

1. 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. Occasionally lifts and carries 50lbs at least 100ft. frequently walks over uneven, rough terrain, carries necessary job equipment. Frequently sits in one position while driving.
2. Incumbent will be expected to participate in the Community Mitigation Assistance Team (CMAT), which involved traveling up to 2 months per year, during the summer months on fire assignments – to learn more about CMAT visit - <https://www.fs.fed.us/managing-land/fire/cmat>

## HOW TO APPLY

Interested individuals should submit the following:

1. **Letter of Application.** No more than three pages. Include statements describing your specific knowledge, skills and experience as they relate to this position and this organization (PDF file).
2. **Resume.** Should be a maximum of three pages and include at least three professional references (PDF file).
3. Applications are being accepted on an ongoing basis. Interviews for high-ranking applicants will be scheduled on an individual basis. Please send application materials via email only. Please include "Mitigation Specialist App" in the subject line, and email to:
  - a. Jonathan Bruno  
Email: [jonathan.bruno@co-co.org](mailto:jonathan.bruno@co-co.org)

## ADDITIONAL INFORMATION

1. Successful applicants must have a valid driver's license, or ability to acquire one upon employment.
2. Successful applicants must be able to pass a drug and background assessment.

If you have questions about the position that are not addressed in the announcement, contact Jonathan Bruno, at (719) 433-6775 or via email at [jonathan.bruno@co-co.org](mailto:jonathan.bruno@co-co.org)

*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.*