



Friends of Plumas Wilderness
546 Lawrence Street | P.O. Box 1441
Quincy CA 95971
plumaswilderness.org

Job Title: Executive Director
Job Status: Full-time, Non-exempt
Compensation: \$34 - \$38 / hour DOE (\$70,000 - \$80,000)
Location: Quincy, California

About Friends of Plumas Wilderness

For 50 years, Friends of Plumas Wilderness has worked to protect wild landscapes, free-flowing waters, and natural communities where the Sierra and Cascades meet. We have a history of acting as strong advocates for what we value using a collaborative, reasonable approach and are committed to continue with this line of action. While our organization, staff, and budget is small and grassroots, our network and reach is broad.

Scope of Position

Friends of Plumas Wilderness seeks an Executive Director to lead the organization into its next stage of environmental conservation. By carrying out our recently completed Strategic Plan, the Executive Director will be at the forefront of regional public lands planning on the Plumas, Tahoe, and Lassen national forests, coordinating large scale landscape planning with multiple partners. This position embodies and represents Friends of Plumas Wilderness' commitment to our values in all areas of work: advocacy and planning, outreach and education, monitoring and stewardship, and the development and maintenance of the organization's health.

Reporting to the Board of Directors, the Executive Director (ED) will provide strategic guidance, clear leadership, and vision for Friends of Plumas Wilderness (FoPW). Priorities include staff management, program oversight, day-to-day management, meeting income targets, ensuring financial compliance, and engaging the board.

The position, based in Quincy, California, is a full-time, salaried position requiring travel to local and regional program areas, meeting with staff and board members, community outreach, and attending events. The diversity of work will allow the right person to craft the position to their strengths and help grow FoPW to creatively meet the conservation challenges in our region. The capacity to be self-directed and self-motivated is central to success.

Duties and Responsibilities

- Execute FoPW's conservation vision and build organizational capacity through relationship development and maintenance, collaboration, and planning with key partners
- Oversee fiscal operations including budget, finances, grants, fundraising, major donors and members. Develop, maintain, and grow relationships with key organizational funders.
- Lead grant and funding identification, proposal writing, submission and compliance. Track deadlines, manage reporting, and develop compelling narratives and budgets
- Collaborate with, lead, and evaluate staff, interns, volunteers, and contractors
- Communicate and collaborate with Board of Directors, and provide guidance and support for Board Committees

- Provide leadership and coordination for local, regional, state, and national level campaigns
- Support existing programs and develop new initiatives to further the mission of FoPW based on priorities identified in the strategic plan.
- Monitor environmental policies, legislation, and regulations; advocate for land protection designations and regional conservation efforts
- Develop and implement a communications and outreach strategy, craft engaging content, and represent FoPW in public events conveying a positive and professional public image
- Collaborate with staff and partners to plan and facilitate programs and events

Required Qualifications

The successful candidate must demonstrate the following skills, experience and competencies:

- Strong understanding of environmental issues, conservation principles, and land management practices with a demonstrated passion for protecting public lands
- Highly developed communication skills. Demonstrated ability to share complex ideas effectively across different groups of stakeholders
- Experience with grant writing and administration
- Knowledge of public lands management policy
- Efficient time management and high level organizational skills
- Demonstrated leadership skills, including strategic visioning, long term planning, staff management, and reasoned decision-making
- Proficiency with G-Suite and MS Office and familiarity with tools like Zoom, Canva, and ArcGIS

Desired Qualifications

The strongest candidates will also demonstrate the following skills, experience and competencies:

- Non-profit program development and implementation experience
- Expertise in regional land management issues
- Proven track record in leading successful advocacy efforts and managing programs
- Understanding of the Natural Sciences
- Experience working with Tribal partners and underserved communities
- Knowledge of and commitment to natural and human communities of the Upper Feather River Watershed

Compensation and Benefits

The salary range for this position is \$34 - \$38 an hour (\$70,000 - 80,000 annually) depending on experience and qualifications. After successful completion of a 90-day probationary period, full-time employees (32+ hours / week) are eligible to receive a health insurance stipend (50% of costs for health/dental vision premiums) and enroll in FoPW's retirement program (SIMPLE IRA 3% employer match).

Application Process

To apply please send a cover letter explaining your interest in Friends of Plumas Wilderness and summarizing key experiences, your résumé, and a short writing sample describing one of your earliest outdoor memories and how it informs your interest in this position (500 words maximum). Include three professional references. Please reference where you saw the job posting in your cover letter. **Application deadline September 30, 2024.** Open until filled.

Friends of Plumas Wilderness is an equal opportunity employer committed to diversity, equity, and inclusion in our workforce and conservation efforts. We encourage individuals from all backgrounds and experiences to apply.

Submit Application

Darla DeRuiter, excomm@plumaswilderness.org