



Job Title: Executive Director

Location: Quincy, CA

Context:

Since 1974, 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, science-based approach. While our organization, staff, and budget is small and grassroots, our network and reach is broad.

The search for an Executive Director remains a central focus of Friends of Plumas Wilderness (FoPW). In a small community like ours, it can be difficult to find and attract a large pool of qualified candidates. We strive to make the position as attractive and flexible as possible while maintaining the high standards we expect. We will keep the search open as long as needed in order to find the person who can successfully lead FoPW into the future.

Scope:

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 FoPW. Priorities include staff management, program oversight, day-to-day management, meeting income targets, ensuring financial compliance, and engaging the board. The ED will develop deep knowledge of FoPW's areas of expertise and operations.

The position, based in Quincy, California, is a full-time, hourly 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.

Heavier seasonal workloads may occur as a result of project deadlines, staff absences and vacancies, and during peak periods. Frequent weekend and/or evening work required.

Job Activities / Responsibilities

Organization and Finance

- **Financial Oversight:** Oversee fiscal operations including budget, finances, grants and fundraising, ensuring the success of FoPW's fundraising efforts including grants, major donors, and members. Develop, maintain, and grow relationships with key organizational funders, especially with conservation-minded foundations. Develop, monitor, and strategically adjust the organizational budget regularly.
- **Staff Leadership:** Mentor, evaluate, and guide staff, interns, volunteers, and contractors. Help staff achieve their professional potential and support staff retention and recruitment as needed.
- **Board Collaboration:** Regularly engage with the Board of Directors as a whole and one-on-one. Inform, maintain relationships with, and regularly communicate with Board members. Provide strategic thought leadership and planning. Ensure effectiveness of board committees.

Advocacy and Planning

- **Execute FoPW's Conservation Vision:** Work with key partners to facilitate a robust conservation program that supports a network of interconnected, protected wildlands spanning across the Upper Feather River region.
- **Lead Local Conservation Efforts:** Collaborate with partners to protect and enhance landscape connectivity, wildlife movement, ecological health, and climate resilience within the Northern Sierra by building capacity, resources, and expertise to advance a data-driven conservation strategy at the landscape scale.

Outreach and Education

- **Collaboration:** Build and maintain healthy, mutually accountable relationships with staff, board members, volunteers, Tribes, community members, and other stakeholders and partners, while communicating clear expectations and capacity.
- **Events and Communications:** Plan and facilitate programs and events. Lead signature events and activities collaborating with staff, board members and volunteers. Support all aspects of communications by providing clear guidance on key messages and priorities.
- **Represent FoPW:** Convey a positive and professional public image, serving as the lead public spokesperson of the organization. Ensure the continued reputation and efficacy of FoPW's programs. Develop and maintain strong media and government connections to grow public awareness about our conservation efforts.

Monitoring and Stewardship

- **Cultivate Conservation:** Foster a culture of intergenerational engagement and conservation to safeguard wildlife, wildlands and free-flowing rivers while promoting meaningful connections and shared experiences for future generations.

- **Share and Synthesize Science:** Regularly convene partners and researchers to share findings and synthesize information.

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

- **Committed to conservation.** A strong, personal commitment to conservation and passion for protecting the public lands of the Upper Feather River Watershed. A solid working knowledge of the conservation landscape in California, including State and Federal policies and politics.
- **Organizing leadership.** Substantial experience leading coalitions of diverse stakeholders, partners, staff, and members to advance conservation goals. In-depth knowledge and experience in the craft of grassroots organizing.
- **Effective communication.** Highly developed communication skills, with a focus on communicating effectively across different groups of stakeholders, internally and externally. Demonstrated ability to communicate complex ideas effectively to develop succinct, compelling calls to action.
- **Strategy development and campaign planning.** Substantial experience planning and managing a regional or large-scale campaign: strategy development; tactics for organizing, lobbying, policy, and communications; and working with elected officials, Tribal, community and business leaders.
- **Team building.** Demonstrated experience leading a team of peers and working collaboratively. Ability to build collective vision, trust, and mutual accountability. Experience working closely with volunteers and developing volunteer leaders. Willingness to work collaboratively with people of diverse backgrounds and interests.
- **Uplifting and additive.** You see mistakes as opportunities for growth; problems as catalysts for solutions, and inspire others along the journey. You carry a constructive approach, can-do attitude, a sense of humor, and authentic kindness wherever you go.
- **Committed to evolution.** You are committed to continuously deepening and evolving yourself professionally through study, openness, and humility. You readily accept and act on constructive feedback, examining and shifting your behaviors as appropriate.

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

- **Issue Expertise and Non-profit Experience.** Knowledge of landscape / wildlife connectivity and migratory corridor issues, climate adaptability and movement, and large scale landscape planning. Experience with NGO / 501(c)3 requirements and procedures.
- **Fundraising Experience.** Successful fundraising experience including securing large grants from institutional funders (i.e., government agencies, foundations), and growing organizational membership and a major donor portfolio. Timely, complete grant reporting.
- **Commitment to Region.** Knowledge of natural and human communities of the Upper Feather River Watershed. Strong commitment to diverse, non-partisan partnerships.
- **Tech Competency.** Working knowledge and experience with G-Suite, Zoom, Canva, ArcGIS, and the ability to learn new technology tools to support

organizing and campaign goals. The ability to train and coach staff and volunteers on tools.

- **Commitment to Positive Relationships.** Ability to create rapport and inspire trust. Open to feedback and learning new skills. Experience and competence as a public speaker.

Range (depending on experience): \$34 to \$38 per hour

- A one-time bonus may be provided to assist with workplace transition support at the successful completion of a 90-day probationary period.
- A housing stipend may be provided for up to 6 months to assist with housing expenses.
- These funds will be treated as taxable income.

Other benefits: Health, dental & vision insurance stipend (50% of premium); 3% Simple IRA. Pro deals on many outdoor industry brands. Doing important work with a great group of people in a centrally located downtown Quincy office.

How 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. Please reference where you saw the job posting in your cover letter. Position open until filled.

Contact ExecComm@plumaswilderness.org