



**FOREST and FIRE COORDINATOR & SHARED STEWARDSHIP ADVISOR  
JOB DESCRIPTION & POSTING  
POSTED: January 18, 2023**

**POSITION SUMMARY**

IECF is seeking a dedicated and dynamic Regional Forest and Fire Coordinator/Shared Stewardship Advisor (“Coordinator”) to build the capacity for Riverside County and parts of San Bernardino to undertake landscape scale conservation projects for greater climate and wildfire resilience.

The ideal candidate for this position is someone who is enthusiastic about building collaborative efforts and engaging partners and community members in conservation, climate, and forestry work. The Coordinator will lead investments in conservation partners to improve the region’s capacity to collaborate, plan, and act together. The Coordinator will help ensure the Inland Empire (IE) captures its share of funding for conservation and wildfire projects. The Coordinator will assist with proposal development, project development and implementation, and foster partnerships with our state and federal public lands, local government, nonprofits, Tribes, and community residents.

This position is funded for two years through a California Department of Conservation’s Regional Forest and Fire Capacity grant and a National Fish and Wildlife Shared Stewardship Advisor grant. This new position reports to IECF’s Senior Vice President for Grants and Community Impact.

**KEY RESPONSIBILITIES**

**Regional Coordination**

- Develop and sustain, through tables/coalitions, and networks, the partnerships necessary to craft a shared vision of forest health and wildfire resilience in Riverside County and the Inland Empire;
- Build partnerships with the 4 national forests and various field units to understand the current status of projects and where additional support and resources might be needed;
- Convene partners to understand and discuss regional and organizational capacity needs and project priorities;
- Build a shared or collaborative governance system for decision making and project identification;
- Develop partnerships with Tribal land managers;
- Connect existing work in the region through shared stewardship tools and resources;
- Develop and deploy effective tools and communications to support outreach and engagement;
- Participate in regional and local fire and forest events and meetings, building partnerships for shared stewardship;

- Organize and lead trainings and outreach to USFS field offices, CAL FIRE units, and key local partners on relevant shared stewardship tools.

### **Priority Planning**

- Facilitate collaborative processes for local stakeholder and project mapping and analysis;
- Compile and categorize existing conservation and mitigation plans and projects across the region;
- Collate existing projects and plans into a portfolio of fundable projects;
- Engage with other RFFC and regions to understand and share innovative projects.
- Track key state and federal funding opportunities and provide support for grant proposal submissions in a strategic and coordinated manner.

### **Project Development/Pipeline**

- Support preliminary project development and permitting activities for one or more priority projects identified through engagement with partners;
- Coordinate CEQA, NEPA and/or other environmental planning as necessary to ensure that supported projects are ready to receive implementation funding;
- Support project planning and implementation including developing or assisting with grant writing and Request for Proposals for RFFC projects;
- Assist with or coordinate individual project details, including project scopes of work, budgets, and timelines.

### **Funding and Administration**

- Provide overall grant and statewide coordination such as preparing reports, monthly highlights, and other communications;
- Engage subcontractors as needed;
- Ensure training access for grantees and partner organizations;
- Set forth guidelines and responsibilities for sub- grantees and funding awards;
- Tracking grantee activity through engagement and coaching.

### **KEY CAPACITIES**

- Ability to design and effectively manage collaborative efforts with individuals or groups that may have conflicting views of resource management;
- Ability to collaborate with community members and partners to achieve shared goals;
- Deeply respectful and intentionally supportive of diverse people and cultures;
- Highly motivated, organized, and self-directing with the ability to prioritize workload;
- Good listener and clear communicator with ability to maintain positive relationships.

### **POSITION REQUIREMENTS**

- Bachelor's degree in forestry, environmental science, natural resources management, or a related field;
- 5+ years of related experience in forest health or natural resource project management or 5+ years of experience working with collaboratives and partnerships in a different field (note: while this is ideal, years of experience may be less relevant than effective experience);
- Effective grant writing, managing, and reporting skills;
- Ability to organize presentations and share content publicly;

- Ability to work at a computer for several hours at a time;
- Ability to work full time, travel by car throughout the Inland Empire, by plane periodically, and accommodate evening and weekend activities as needed.
- Must possess a valid CA Driver's License and auto insurance, as well as reliable transportation.

#### **DESIRED QUALIFICATIONS**

- Knowledge of fire and forest health issues in Riverside and San Bernardino counties or Southern California or California more broadly;
- Knowledge of GIS, mapping, statistical analysis, and other data stewardship tools;
- Understanding and familiarity with NEPA and CEQA environmental review processes and environmental permitting;
- Previous experience partnering with Federal and State entities;
- Registered Professional Forester License or other professional licenses.

**COMPENSATION:** The position of Forestry and Fire Coordinator is a non-exempt full-time position. The salary range for this position is \$75,000 - \$90,000 commensurate with experience related to the job responsibilities outlined here.

**BENEFITS:** IECF offers health, dental, vision, and life insurances; a 401k plan with employer contribution; 13 holidays, 10 vacation days, and 10 sick days; staff and professional development opportunities; a positive and supportive work culture.

**LOCATION:** IECF is headquartered in Riverside, CA, with a second office in San Bernardino, CA. Work from home is allowable for this position, however a qualified candidate would need to be located in the Inland Empire for field visits and successful partner collaboration.

**EEO STATEMENT:** Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

**ABOUT IECF:** IECF is the Inland Empire's largest and only nationally-certified community foundation, serving a growing, diverse, and vast region of communities, their donors and nonprofits. IECF has served the region for 80 years and holds donor and agency funds directed to causes that benefit the region, including environmental issues. Over the last three years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region, especially in the areas of Climate and Environment, Inclusive Economy, Education, Health, and Housing. From leading California's investments for Census 2020, to adopting a lens of equity for its work, IECF is focused on building the resources needed for a more sustainable and healthy Inland Empire. To learn more about the Inland Empire Community Foundation, please go to [www.iegives.org](http://www.iegives.org).

**HOW TO APPLY:** To apply, please submit resume, cover letter, and contact information of two professional references with "Forest and Fire Coordinator" in the subject line to: Kim Potter, Executive Assistant, [kpotter@iegives.org](mailto:kpotter@iegives.org). Position is open until filled, however to be considered in the first round of application screening please submit by February 17, 2023.