



WASHINGTON  
RESOURCE  
CONSERVATION &  
DEVELOPMENT COUNCIL



## Job Announcement: Fire Adapted Methow Director

**Position:** Director

**Term of Employment:** Through June 30, 2025, with the possibility of extension

**Type of Employment:** Contracted

**Location:** Methow Valley in Okanogan County, Washington

### To Apply:

Please submit a resume and cover letter to [hilary@washingtonrcd.org](mailto:hilary@washingtonrcd.org) and [contact.famv@gmail.com](mailto:contact.famv@gmail.com). Application review will begin on May 1 and will continue until the position is filled.

**About Fire Adapted Methow:** Fire Adapted Methow is a Winthrop, WA based organization that harnesses resources and energizes people to build fire-resilient communities and landscapes. To learn more, visit: [fireadaptedmethow.org](http://fireadaptedmethow.org)

**The Role:** As the Director, you will be a community leader in building fire-resilient communities in the Methow Valley. In your role, you will initiate and coordinate projects in the spirit of collaboration among local non-profits, neighborhood fire resiliency groups, and government agencies. Key responsibilities include:

- Serve as the Methow Valley's neighborhood ambassador through the Community Wildfire Ambassador program and meet grant deliverables for that program
- Develop and implement a communications plan across channels (web, email, social media, etc.)
- Help develop and execute a fundraising strategy
- Craft compelling grant proposals and manage grant funding
- Oversee website improvements and maintenance
- Skillfully manage projects with multiple stakeholders
- Collect information and develop educational materials
- Conduct wildfire risk assessments
- Expand programs as the organization develops
- Manage organizational and grant budgets

### Requirements:

- Great at connecting with people and working with diverse stakeholders
- Self-motivated
- Experience working with a Board/Steering Committee

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[washingtonrcd.org](http://washingtonrcd.org)

- Minimum of 3-5 years related professional experience
- Experience in project coordination or program management (setting priorities, deadlines, goals, tasks, following up)
- Strong communication skills, both written and verbal
- Successful record of collaboration with others on complex projects
- Strong interest in reducing wildfire risk and a commitment to achieving Fire Adapted Methow's mission
- Fundraising & grant writing and grant management experience

**Nice to have:**

- Relationships across the Methow Valley or long-time resident of a similar type of rural community
- Knowledge of the current state of fire-adaptation efforts and community resiliency practices in the Methow Valley
- Background in working with nonprofits and community-based organizations

**Employer:** Fire Adapted Methow is fiscally sponsored by the [Washington Resource Conservation & Development Council \(WRC&D\)](#), a tax-exempt 501(c)(3) organization that administers funds, grants, and contracts on behalf of Fire Adapted Methow. This position will be a contractor with the WRC&D to support the work of Fire Adapted Methow and be accountable to the WRC&D to meet grant and funding requirements. The Fire Adapted Methow Steering Committee will set the vision and goals for the work of the program, provide guidance, recommendations, and leadership to help drive successful outcomes.

**The WRC&D is an equal opportunity organization.**