



PROGRAM COORDINATOR JOB ANNOUNCEMENT

SALARY RANGE: \$90,000-105,000 (EXEMPT)

ABOUT CFSC:

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through grant-making, education, and technical assistance. CFSC supports a network of over 300 local Fire Safe Councils performing critical wildfire mitigation, education, and preparedness activities in their community. CFSC administers funding from federal, state, and private sources, delivering funds to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels level management, community fire planning, and education. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$125M to build a wildfire and climate-resilient California. With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnership and community-led action, CFSC builds wildfire-adapted communities throughout California.

For additional information, please visit: cafiresafecouncil.org

POSITION SUMMARY/ GENERAL DESCRIPTION: The California Fire Safe Council (CFSC) is seeking applications for the Program Coordinator position. The Program Coordinator plays a key leadership role in executing the vision, delivery, and continuous improvement of assigned grant programs. This position coordinates the planning and execution of assigned grant-funded programs from inception through closeout—including stakeholder engagement, cross-departmental collaboration, workplan and budget oversight, and performance tracking.

The Program Coordinator serves as a lead representative of their assigned program(s), both internally and externally, building relationships with state, local, tribal partners, subject matter experts, and other key stakeholders. While this position does not include direct supervision of staff, it operates within a matrixed leadership model, coordinating cross-functional teams across programs/grants, communications, development, leadership, and finance to ensure successful program execution in alignment with CFSC's strategic vision.

The ideal candidate will bring strong project management, collaboration, stakeholder engagement, and strategic thinking skills to move the program vision forward.

This full-time position is eligible for telework arrangement upon approval by the Grants Manager. Occasional presence in the Sacramento office is required, as well as the ability to travel for meetings and events.



This full-time exempt position is grant-funded. Annual salary range is \$90,000-\$105,000 depending on experience. Competitive insurance, retirement, vacation/sick leave benefits, among others offered.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All duties and responsibilities below apply to the programs directly assigned to the Program Coordinator. Discretion to assign programs lies with the Grants Manager. Under general supervision by the Grants Manager, the Program Coordinator shall:

Project Management & Program Leadership (45%)

Please note: this is not a supervisory position.

- Coordinate cross-functional planning and implementation efforts to ensure County Coordinator Program initiatives align with CFSC's broader strategic goals.
- Operate as a project lead in a matrixed team environment, assigning roles and guiding staff from other departments toward program outcomes.
- Lead the launch of new subgrant programs, including application development, pre-award processes, post-award implementation, and closeout.
- Lead the development of grant applications, logic models, workplans, deliverable tracking systems, and reporting tools for assigned programs.
- Provide programmatic data and metrics to Communications, Leadership, and Development teams to support storytelling, program evaluation, and resource sharing.
- Develop and maintain programmatic materials and resources to support program activities and increase visibility.
- Support the strategic planning and development of new funding proposals to sustain and expand assigned programs.
- Assist the Grants Manager with strategic and operational planning efforts for the Grants Team as related to assigned programs.
- Serve as the lead internal representative and coordinator for assigned programs within CFSC.
- Lead bi-weekly grant team check-ins for assigned programs and facilitate related internal program meetings.
- Develop and deliver reports to CFSC Executive Leadership on program progress and outcomes.
- Prepare and present program activity updates for CFSC's Board of Directors.
- Assist the Grants Manager with contractor management, specifically by overseeing contractors' tasks related to programmatic deliverables.

Grant Administration & Management (35%)

- Lead the tracking of master grant deliverables and outcomes, ensuring they are met within required timelines.
- Oversee the development and maintenance of master grant workplans, coversheets, and internal tracking tools (e.g., Planner Boards, Teams Channels, and project



documentation).

- Manage master grant budgets, including development, oversight, and compliance with internal and external policies and regulations.
- Lead programmatic reporting efforts to master funders for assigned programs, ensuring timely, accurate, and complete submissions, in compliance with CFSC's policies.
- Monitor grant budgets to identify issues with noncompliance, spend pacing, or needs for budget adjustments or modifications; notify Grants Manager immediately and propose solutions.
- Assist the Grants Manager and Finance Team with invoicing and financial recordkeeping related to assigned programs.
- Maintain internal and external communications for assigned grants, including funder reporting, internal tracking, and key stakeholder updates.
- May step in to manage a small portfolio of high-risk or complex subgrantees and/or support Grants staff on complex or high-risk cases as needed.

Community Outreach, Stakeholder Engagement, & Collaboration (15%):

- Serve as a lead program representative to external partners, including state, local, and tribal government agencies, subject matter experts, and community based organizations.
- Represent CFSC and the program(s) at meetings, conferences, interagency working groups, and other events.
- Build and maintain positive partnerships with stakeholders in support of program goals and CFSC's mission.
- Collaborate closely with the Communications and Development teams to share programmatic stories, data, and outcomes with the broader community.
- Oversee and participate in external events, training, and workshops related to assigned programs.

Other Duties as Assigned (5%)

- Contribute to additional projects or tasks as needed to support the organization's financial, business, administrative, grant management, or other operations as requested.
- Perform other duties as assigned by the Grants Manager or Executive Leadership.

SUPERVISORY RESPONSIBILITIES:

This position will not be responsible for administrative supervision of employees;

MEASURES OF PERFORMANCE: The Senior Grant Specialist shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Project Management* - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
2. *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.



3. *Forward Thinking* - Anticipates possible problems and develops contingency plans in advance; Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems; Anticipates the consequences of situations and information and plans accordingly; Anticipates how individuals and groups will react to situation and information and plans accordingly.
4. *Technical Skills in Grants/Program Management & Compliance*- Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
5. *Attention To Communication* - Ensures that others involved in a project or effort are kept informed about developments and plans; Ensures that important information from his/her management is shared with his/her employees and others as appropriate; Shares ideas and information with others who might find them useful; Uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
6. *Leadership* - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
7. *Technical Skills in Grants/Program Management & Compliance*- Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
8. *Thoroughness* - Sets up procedures to ensure high quality of work; Monitors the quality of work; Verifies information; Checks the accuracy of own and others work.
9. *Analytical Thinking* - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Makes a systematic comparison of two or more alternatives; Notices discrepancies and inconsistencies in available information; Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail; Weighs the cost, benefits, risks, and chances for success in making a decision; Designs work flows and procedures.
10. *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.
11. *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.



12. *Judgment* - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree (B.A.) from four-year college or university in natural resource management, public administration, community planning, or related field and a minimum of five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to author reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards, and the public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment, computers/laptops, tablets, cell phones, Internet and email, copy and fax machines, and telephone. Previous experience with grant management software required. Previous experience with accounting/ financial management software and project management software desired.

CERTIFICATES, LICENSES, REGISTRATIONS: A current CA driver's license and proof of auto insurance are required. Certification in Federal Grants Management preferred.

OTHER REQUIREMENTS:

Willingness and ability to travel to conferences, events, trainings, site visits, and meetings, including occasional evening and weekend work and travel. Reliable transportation is required to drive to meetings and events (mileage is reimbursable).

OTHER SKILLS, EXPERIENCE & ABILITIES:



1. **Financial, Contract, and Grant Management Expertise:** Advanced budgeting, financial management, and contract management skills with a strong understanding of federal grant regulations, Uniform Guidance, cost principles, and nonprofit financial requirements. Ability to maintain confidentiality regarding organizational and sub-grantee activities.
2. **Leadership and Team Collaboration:** Demonstrated ability to motivate and lead a team in a matrixed model of leadership in a positive, team-oriented approach, including experience with geographically dispersed teams. a Ability to work productively with a variety of people and groups with varying interests.
3. **Relationship Building and Communication:** Proven success in building and maintaining productive relationships with nonprofit organizations, government entities, funding agencies, and community stakeholders. Exceptional written and verbal communication skills, with the ability to convey complex topics to diverse audiences and build consensus among stakeholders.
4. **Organizational and Planning Skills:** Excellent organizational, planning, and problem-solving abilities, with a capacity to manage changing priorities, multitask effectively, and meet deadlines while maintaining strong attention to detail. Strong work ethic, with the ability to work without close supervision and meet deadlines.
5. **Wildfire and Mitigation Knowledge:** Experience with wildfire-related issues in California, including effective mitigation measures and working with Fire Safe Councils or similar organizations on community wildfire resiliency efforts.
6. **Commitment to Inclusion:** A strong personal and professional commitment to creating and maintain an inclusive culture for all.
7. **Nonprofit administration:** Familiarity with nonprofit administration and firm understanding of internal and external requirements of nonprofit organizations.

PHYSICAL AND EMOTIONAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Must be able to travel with luggage and be able to transport materials and personal overnight supplies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, though attendance at noisy meetings and events will be required.

HOW TO APPLY

Please submit your cover letter and resume to Jessica Martinez (CFSC Deputy Director) at jmartinez@cafiresafecouncil.org. Applications will be accepted until the position is filled.