

A line of firefighters in full gear, including helmets and large orange and black backpacks, is walking away from the camera down a dirt path in a forest. The air is thick with smoke, and the ground is covered in dry leaves and twigs. The background shows tall evergreen trees.

NWWSA

The National Wildfire Suppression Association

preserving and protecting our environment

EXECUTIVE DIRECTOR POSITION

ABOUT THE NATIONAL WILDFIRE SUPPRESSION ASSOCIATION

The National Wildfire Suppression Association represents the Professional Private Wildland Fire Services. We work with our agency partners, landowners and other stakeholders in forest fire and fuels work. We have 337 member companies in 26 states and oversee certification program that allows us to certify individuals to provide training services to individuals through our Memorandum of Understanding with the Federal Agencies. Additionally, we also perform record inspections for fire personnel throughout Memorandum of Understanding with the Federal Agencies. We are also actively engaged with state wildfire officials.

We are currently seeking applicants for this position with the intent that the party hired will be shadowing the current Executive Director.

THE OPPORTUNITY

Private wildland fire contractors are a critical, and often under recognized, part of America's wildfire response. NWSA sits at the intersection of fire management policy, federal agency partnerships, and a workforce that puts boots on the ground when it matters most. The next Executive Director will inherit strong relationships, an established membership base, and a mission that is both urgent and unfinished—advancing the role of the professional private sector in wildland fire suppression at the national level.

EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic programs, expansion, and execution of its mission. They will initially develop a deep knowledge of the field, relationships with our agency partners, operations, and executive projects at the direction of the Executive Board. Works on day-to-day management with the Executive Board which consists of President, Vice President, Secretary/Treasurer and the Immediate Past President.



When wildfires outpace agency capacity, NWSA members show up with trained crews, specialized equipment, and the standards to back it up. Leading this organization means leading an industry at a pivotal moment.

RESPONSIBILITIES

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Develop, maintain, agenda and work with a Board of Directors; serve as ex-officio of each meeting; seek and build board involvement with strategic direction.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, and our members.
- Work with agency representatives, state, and federal political members as necessary to help promote the industry and share our concerns.
- Developing agenda and overseeing the Annual Conference.
- Weekly meetings with the NWSA Executive Board and calling a full board meeting when appropriate.
- Biweekly meeting with USFS Leadership
- Monthly Meeting with USWFS Chief
- Work with publishers on content for the Fireline Magazine Biannually.
- Oversee NWSA Incident Qualifications Database, work on media content and strategic communications with our contracted Media Consultant.
- Work with Administrative Assistant on Insurance renewals, updating membership communications.
- Develop communication with our membership.

PLANNING & NEW BUSINESS:

- Design the national expansion and complete the strategic business planning process for the program expansion into new markets.
- Build partnerships in new markets, establishing relationships.
- Being an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

QUALIFICATIONS

The ED will be thoroughly committed to National Wildfire Suppression Associations mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Unwavering commitment to quality programs and data-driven program evaluation
- Flexibility as this industry is continually evolving and needs change.
- Willingness to participate and represent NWSA on both a regional and National Level with agency and politicians.
- Excellence in organizational management with the ability to set and achieve strategic objectives.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing and public relations with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

The salary for this role is commiserate with experience.

EQUAL EMPLOYMENT OPPORTUNITY

NWSA is committed to equal employment and volunteer opportunities without regard to age, disability, race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, expunged juvenile record, or service in the uniformed service. This policy applies to all areas of employment and volunteer participation, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

