



Job Announcement - Executive Director

Calaveras Healthy Impact Product Solutions (CHIPS) seeks an experienced and motivated Executive Director committed to triple bottom line outcomes (people, planet, prosperity), to lead the organization into the future. CHIPS is a community-driven 501c3 non-profit corporation based in the Blue Mountain communities of Calaveras County. CHIPS' motto is "Doing good with wood." CHIPS is devoted to forest, watershed, meadow, post wildfire and cultural site restoration in the Sierra Nevada region of California. We seek to achieve triple bottom line outcomes: economic, environmental, and community equity benefits. Reducing the risk of wildfires and creating resilient forests are major goals embedded in all of the work we do.

CHIPS creates jobs for individuals from hard-pressed former timber-dependent and/or tribal communities across the central Sierra Nevada. CHIPS has established a unique forest restoration crew workforce through its development and training program. The program has been in operation in Calaveras and Amador counties for the past 17 years, and in Alpine County for the last five years. Recently CHIPS has expanded the program to Butte, Mariposa and Fresno counties, creating additional forest stewardship crews. The value and need for CHIPS' workforce development and training model is widely recognized by the Sierra Nevada Conservancy, Forest Service, National Park Service, Bureau of Land Management, California Workforce Development Board, and Sierra Institute for Community & Environment, among others.

CHIPS works to increase the pace and scale of forest restoration by leveraging our partnerships with local, state, and federal agencies, peer organizations and others to achieve large-scale restoration through grant funding opportunities, partnership and cooperative agreements, and through private contracts. In the course of these partnerships, we provide work opportunities for CHIPS' field crews, as well as for local contractors, working to establish a forest stewardship economy.

CHIPS owns a former sawmill site in Wilseyville, Calaveras County, where we are developing a forest biomass utilization campus. The biomass campus will include a 3MW forest biomass-to-energy facility, which is currently in late stage development. A range of additional value-added wood product business are possible at the site.

CHIPS is a founding member and the current administrator of the Amador Calaveras Consensus Group (ACCG), one of the most mature and nationally recognized forest collaborative groups. The ACCG is a diverse, community-based group focused on creating fire-safe communities, healthy forest and watersheds, and sustainable local economies. Taken together, CHIPS maintains a passionate focus on creating a sustainable local forest stewardship economy that lifts communities out of poverty.

Position Description

The CHIPS Executive Director will report to the Board of Directors, lead the staff and collaborate with the Board and partners to achieve the organization's mission. The Executive Director will be responsible for leading organizational, operational, and program development and implementation, and for conducting day to day administration. Duties include Board facilitation, contract/agreement compliance, financial management and oversight, personnel management, biomass campus development, fund development, website supervision, and public relations. Expansion of CHIPS' workload has prompted the Board of Directors to create additional staff positions to accommodate the organization's programs. The new Executive Director and the Finance Director will oversee hiring of three new positions. These positions will be an Administrative/Human Resource Assistant, a Contract Officer, and a Workforce Coordinator/Case Manager. Three existing positions, the Program/Project Manager, Program Facilitator, and Field Operations Coordinator, will also report to the new Executive Director. These staff will assist the Executive Director to achieve their responsibilities.

Responsibilities

The Executive Director is responsible for the following:

- Report to and work with the Board of Directors to lead organizational, operational and program development; facilitate the Board including formulating agendas, conducting board-assigned work, establishing and maintaining policies and procedures for all functions and day to day operations; research and ensure compliance with governmental guidance, policies, laws, and regulations; and; provide information necessary to Board decisions.
- Help plan and implement annual organization budget.
- Review and support management of program budgets, accounts receivable and accounts payable, payroll and expense allocations, taxes, and audits.
- Review and approve all contracts/agreements.
- Ensure contract and agreement compliance with contractors, funding agencies and partners.
- Recruit, hire and retain staff.
- Supervise and collaborate with staff.
- Guide establishment of the employee training and benefits programs, and equipment inventory and maintenance schedule.
- Explore and develop value-added wood product businesses for the biomass campus and manage the bioenergy plant lease agreement.
- Maintain existing and create new partnerships.
- Fundraise through grant writing.
- Oversee website maintenance and updates.
- Conduct public and customer relations.

Desired Qualifications and Characteristics

- Non-profit leadership experience
- Supervisory experience in a collaborative work environment
- Conflict resolution or mediation skills
- Contract negotiation, administration and/or compliance experience
- Budget development and management experience
- Familiarity with financial program management
- Strong writing skills
- Grant writing experience
- Independent and innovative
- Excellent listener
- Understanding of and commitment to triple bottom line outcomes
- Devotion to the Sierra Nevada region and its people
- Patient, flexible and creative problem solving

Compensation

- Full time, 40 hours per week
- \$65,000-75,000 per year, depending upon qualifications and experience
- Ten days paid time off per year
- Health benefit allowance
- CHIPS is currently exploring retirement savings programs
- Flexible working hours with the potential for remote work option

This position is open until filled. To apply, email a letter of interest and your resume to wp-chips@hotmail.com with Executive Director in the subject line.