



Serving the Tri-Counties Since 1984

1192 Hwy 282 Suite C
Montana City, MT 59634
PO Box 934
Helena, MT 59624
www.tcfswg.org

Date: 10/6/26

POSITION TITLE: Executive Director

STATUS: Full-time. Non-exempt

REPORTS TO: Board of Directors

SALARY: \$82,000-\$84,000 annually

SUPERVISES: Contractors

CLOSING DATE: November 6, 2026

ABOUT TRI-COUNTY FIRESAFE WORKING GROUP

Tri-County Firesafe Working Group (Tri-County) is a 501(c)3 organization focused on wildfire mitigation and education in Jefferson, Broadwater, and Lewis and Clark counties, Montana. Its mission is to raise awareness, educate the public about wildfire risk, and support initiatives that reduce wildfire risk to homes, private properties, and communities. Tri-County works closely with local, state, and federal agencies, landowners, private entities, and other stakeholders to create a collaborative approach to reducing hazardous fuels, hardening homes, and improving evacuation preparedness. Tri-County has existed since 1984, first as an ad hoc and then as a county program, until 2015, when the organization became a 501(c)(3). Tri-County manages 5-15 grants with a budget typically ranging from \$200,000 to \$800,000 annually.

POSITION OVERVIEW

This position requires a forward-looking attitude to prepare for changing conditions and respond positively. The Executive Director (ED) is responsible for managing the Tri-County program, which includes overall financial management and accounting supervision, grant acquisition, fundraising, budgeting, management, and reporting; supervising the grants program manager/communications director and fuels contractors; close coordination with accounting services; and maintaining positive working relationships with the Tri-County Board, partners, and citizens. The position is dependent on grant funding and/or donations. Community visibility with citizens and partners is essential. Wildfire education and community wildfire preparedness are essential to the mission. A Board Representative will be appointed to coordinate with the ED to ensure fiduciary responsibility and accountability. The duty station is 1192 Hwy 282, Ste C, Mt City, Montana. The job is an hourly position with evening and weekend work as needed to cover fairs and other functions. Telework is acceptable except for in-person meetings and events. Outside employment is subject to Board approval.

SKILLS AND QUALIFICATIONS

- Bachelor or associate degree in a related field such as environmental science, nonprofit management, business administration, fire ecology, or wildfire management.
- Minimum of 3 years of experience in nonprofit management or related field, with experience in administration, program management, grant writing, and staff/contractor supervision.
- Knowledge of wildfire management, behavior, and/or fuel mitigation.
- Experience working with government agencies and other stakeholders in wildfire management.
- Experience in budgeting and project management.
- Strong communication skills, with the ability to build effective working relationships with the Board of Directors and maintain relationships with stakeholders at all levels, including community members and local, state, and federal agencies.
- Ability to work independently and as part of a team.
- Ability to manage a complex workload and competing priorities
- Clear and concise writing skills, and interpersonal skills.
- Skilled in numerous software programs, specifically Excel and Adobe Pro. ArcGIS is desirable.
- Ability to understand and explain financial statements, prepare financial reports as required by each grant, and the ability to review and approve bookkeeping.
- Ability to make presentations to and communicate with our communities.

The position description is available upon request at president@tcfswg.org .

BENEFITS:

Salary: Commensurate with experience. \$82,000 to \$84,000 per year

Time Off: 11 paid Federal holidays (upon hiring). 2 weeks of personal time (after successful probation period) annually.

Benefits: \$8,000.00 annual health stipend (after successful probation period)

Independence: Very flexible with daily schedules. Evenings and weekends may be required to meet program goals. Must be self-directed, motivated and organized.

To apply:

Email application packets to president@tcfswg.org . The application **deadline is November 6, 2026.**

Please provide the following as a single PDF document:

1. Include the position of interest (listed at the top of this announcement) in the subject line of the submittal email.
2. Cover letter
3. Resume
4. List of 3 references with contact information
5. Example of a successful grant or any grant written by applicant

Interview Process

A panel of experts will ask a list of questions (provided to the candidate 2 days before the scheduled interview). Responses will be scored independently and tallied for each interviewee.

A practical exercise will be administered during the interview. Bring a laptop or calculator for the practical exercise. A laptop will be provided upon request.

The interview panel will interview all references. The panel may contact former employers or colleagues.