

**CAL POLY**  
CORPORATION  
**POSITION DESCRIPTION**

<b>Name:</b>		<b>Department:</b>	CAFES
<b>Job Title:</b>	Director, Wildland-Urban Interface F.I.R.E. Institute	<b>Location:</b>	TBD
<b>Supervisor:</b>	Dean of CAFES* or designee	<b>EEO Code:</b>	1
<b>FLSA Status:</b>	Exempt	<b>Grade:</b>	12

\*College of Agriculture, Food, and Environmental Sciences

**The Wildland-Urban Interface (WUI) FIRE Institute**

The Wildland-Urban Interface (WUI) FIRE Institute is comprised of a group of faculty and staff from across Cal Poly who have expertise in a wide range of areas pertinent to the issue of fires in the wildland-urban interface. The Institute’s mission is to help create the most fire resilient communities in the world. Using an applied, interdisciplinary, solutions-based approach, the Institute will focus on the human and social consequences of fire at the community scale. The WUI FIRE Institute is involved in research, education, policy, and outreach and is working towards establishing a regional, national and international reputation of innovation and excellence. The Institute’s initial focus will be three-fold:

1. To research and develop a nested set of solutions to increase fire resiliency at the community scale and share those with a broad audience,
2. To develop a set of resiliency metrics and best practices that spur local action and investment.
3. To aid in the discovery, development, and adoption of new policy and technology solutions that enable communities to become more resilient. These solutions may range from building material technology to economic recovery needs to land use planning and architecture along with our fire science and environmental expertise.

The Director is critical to the establishment, development, and success of this interdisciplinary unit and will report to the Dean of the College of Agriculture, Food, and Environmental Sciences or designee.

**Duties and Responsibilities**

**Essential Job Functions**

The Director provides overall visionary leadership and strategic management for the direction, coordination and oversight of the new WUI FIRE Institute. The Director is responsible for building a dynamic, results-oriented Institute that crosses industry and academic borders in California and beyond. The Director is responsible for administering the Institute’s research, outreach and educational missions and will serve as the primary external face of the Institute.

The Director will conduct research to support the Institute goals, build teams to tackle “wicked problems” in the WUI fire space including building fire-resistant buildings, landscapes, and communities. The Director will seek grants to support research programs and administer the Institute. The Director will establish an Advisory Board and collaborate with stakeholders from across the spectrum (industry, state and Federal agencies, etc.) in order to integrate these stakeholders and policy-makers with Cal Poly faculty and students to conduct important applied research. The Director will engage faculty and students from all six academic colleges and others centers and institutes.

The Director will engage in advancement activities in support of the Institute and its programs, research and teaching activities, and facilities, working closely with CAFES Advancement staff on establishing Institute funding goals and objectives and partnering with Advancement in securing necessary funding for meeting those objectives. The Director will be responsible for development of an annual report to communicate the Institute’s activities, programs, and advancement efforts to the industry, campus and public.

**Duties and Responsibilities**

Daily      90%

- Provide overall visionary leadership and strategic management for the direction, coordination and oversight of the new Wildland-Urban Interface F.I.R.E. Institute.
- Build a dynamic, results-oriented Institute that integrates academia, industry and government partners to develop real-world, science-based solutions to issues related to a more fire-resilient built and natural environment.
- Develop budget and personnel strategies to support the Institute’s operations

- Administer the Institute’s research, education and outreach mission
- Establish an advisory council to serve as a nexus between industry, government and academic leaders and Cal Poly faculty, staff and students for the purpose of developing globally pertinent research programs
- Build teams for pursuing funding to support research and outreach efforts.
- Conduct research to support Institute goals and secure external grants and contracts to support that research program.
- Collaborate with faculty and students across campus to achieve Institute objectives
- Build alliances with other universities, NGO’s, agencies, and industry to leverage expertise and increase impact
- Engage in fundraising activities in conjunction with the college advancement team to support the Institute’s mission and operations
- Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions
- Perform other job-related duties and special projects as assigned

**Supervisory Responsibilities**

- Directly supervise assigned employees. Carry out supervisory responsibilities in accordance with Corporation’s policies and applicable laws and regulations
- Supervise the daily activities of the Institute, including but not limited to, effective delegation of assignments, training and resources necessary to meet performance standards and assist employees in improving performance relevant to job requirements
- Develop and implement an effective performance and Institute goals and objectives, provide performance evaluations, and implement appropriate counseling
- Direct and monitor employees to ensure that they remain in compliance with policies and procedures
- Subordinates may include: full time staff, intermittent and student employees

**Related Job Functions**

As Needed 10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions
3. Other duties as assigned.

**Position Requirements**

**Required Education, Experience, and Credentials**

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**Education and Experience:-**

- Master’s degree or the equivalent experience in a field relevant to the mission of the Institute
- Significant research project management experience.
- Demonstrated high level of productivity in research grants and/or contracts.
- Demonstrated experience in networking and stewarding relationships with stakeholders

**Required Skills, Knowledge, and Abilities**

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1. Demonstrated administrative and budget management abilities.
2. Evidence of visionary, strong leadership and effective personnel management skills.
3. Strong commitment to excellence in serving students, faculty and/or external stakeholders.
4. Evidence of ability to develop external financial resources for the support of research and outreach.
5. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
6. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
7. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
8. Demonstrated ability to articulate ideas and make presentations in high-level meetings and large audience forums.
9. Ability to interpret, communicate and apply policies and procedures.
10. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
11. Competency with standard computer word processing, calendaring and email systems.
12. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

### **Preferred Skills and Experience**

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- Ph.D or terminal degree in related area.
- Strong network in the built environment area, with industry and agencies.
- Experience with municipal planning.
- Experience with CEQA and other environmental regulatory frameworks.
- Experience in disaster resilience and adaptation work.
- Five years of experience leading a research and/or extension/outreach program.
- Experience working for a natural resources agency.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-oriented attitude.

### **Physical Requirements**

- Hearing and speaking to exchange information in person or on the telephone
- Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator
- Seeing to read a variety of materials
- Sitting or standing for extended period of time
- Physical agility to lift 20 pounds to shoulder height
- Physical agility to lift, carry, push, or pull objects
- Commuting on an as-needed basis to outside meetings and training locations

**The position is listed on the Cal Poly Corporation jobs website: <https://www.calpolycorporationjobs.org/postings/1859>**

**Applications will be open until the position is filled.**