

1. Scope and Range of Responsibility

Subject to direction by the Board of Directors of the Associated California Loggers (ACL), and in compliance with applicable Federal, State, and Local laws, the Executive Director plans, leads, organizes, directs, and coordinates all activities of the Association.

The Executive Director serves as the chief administrative and advocacy officer for ACL, representing the interests of California's logging and forest operations industry. Responsibilities include oversight of organizational operations, advocacy, regulatory engagement, membership development, financial management, and industry relations.

The Executive Director supports an industry that operates under complex environmental, regulatory, and operational constraints, including compliance with the California Forest Practice Act, federal timber contracts, and dynamic field conditions influenced by terrain, weather, and resource availability.

Specific areas of responsibility include: strategic planning; financial management and budgeting; advocacy and government relations; regulatory monitoring and interpretation; membership services and growth; communications and public relations; event and program management; workforce and safety initiatives; and coordination with industry partners, agencies, and stakeholders.

2. Coordination and External Relations

The Executive Director serves as the primary liaison between ACL and external stakeholders, including:

- State and federal regulatory agencies (e.g., CAL FIRE, U.S. Forest Service, Board of Forestry)
- Elected officials and legislative bodies
- Industry partners including sawmills, biomass and energy producers, and forest landowners
- Environmental and community organizations
- Workforce development and training partners
- Other trade associations and coalitions

The Executive Director advocates for responsible forest management, sustainable timber harvesting, wildfire risk reduction, and the economic viability of California's forest products industry.

3. Organizational Structure

The Executive Director reports directly to the Board of Directors and serves as the organization's senior leader. The Executive Director may oversee administrative staff, consultants, and program managers, and provides leadership in coordination with committees and advisory groups established by the Board.

4. Organizational Mission

The Associated California Loggers represents professional forest industry businesses committed to sustainable forest management, responsible operations, and the continued viability of California's forest products industry. ACL promotes sound forest policy, supports its members, and advances practices that protect forest health, public safety, and economic sustainability.

5. Position Responsibilities

a) Leadership and Organizational Management

1. Provide leadership in achieving ACL's mission, strategic goals, and Board-directed priorities.
2. Direct and coordinate all organizational operations, programs, and services.
3. Supervise staff, contractors, and consultants; evaluate performance and support professional development.
4. Foster a collaborative, team-oriented environment that promotes accountability, innovation, and member service.
5. Ensure organizational policies, procedures, and governance practices are followed.

b) Advocacy and Government Relations

1. Monitor, analyze, and respond to legislative and regulatory issues affecting the logging and forest products industry.
2. Serve as the primary spokesperson and advocate for ACL at the local, state, and federal levels.
3. Develop and execute advocacy strategies to influence public policy and regulatory outcomes.
4. Maintain strong working relationships with policymakers, agencies, and industry stakeholders.
5. Represent ACL in public forums, hearings, and stakeholder meetings.

c) Membership and Industry Engagement

1. Develop and implement strategies to recruit, retain, and engage members.
2. Provide services and resources that support member success, safety, and compliance.
3. Coordinate member communications, including newsletters, updates, and alerts.
4. Organize and support the ACL annual meeting, industry events, committee meetings, and educational programs.
5. Promote the value and visibility of the logging profession and forest products industry.

d) Financial Management and Administration

1. Develop and manage the annual budget for Board approval.
2. Ensure accurate financial reporting, accounting practices, and internal controls.
3. Oversee revenue generation, including dues, sponsorships, grants, and program income.
4. Approve expenditures and contracts within Board-approved authority.
5. Maintain organizational compliance with applicable financial and reporting requirements.

e) Strategic Planning and Program Development

1. Lead the development and implementation of ACL's strategic plan.
2. Identify opportunities to advance forest management, wildfire mitigation, and industry sustainability.
3. Coordinate programs related to workforce development, safety, and best practices.
4. Support initiatives that enhance public understanding of forestry and logging operations.
5. Collaborate with partners to promote innovation and technology adoption in the industry.

f) Communications and Public Relations

1. Serve as the public face of ACL and communicate its mission and priorities.
2. Lead the promotion and marketing of the Association's mission, programs, accomplishments, and member value, while serving as a strong advocate for the forest products industry through strategic communications, public outreach, stakeholder engagement, and industry relations.
3. Develop and implement communication strategies to inform members, stakeholders, and the public.
4. Promote positive awareness of the forest products industry as a critical component of forest health and wildfire prevention.

g) Other Duties

Perform other duties as assigned by the Board of Directors.

6. Essential Functions

- Demonstrate strong leadership, organizational, and decision-making skills.
- Manage multiple priorities and deadlines in a dynamic regulatory and operational environment.
- Communicate effectively with diverse audiences, including industry professionals, policymakers, and the public.
- Exercise sound judgment and maintain confidentiality.
- Travel frequently throughout California and occasionally out of state.
- Operate effectively in both office and field-oriented environments, including exposure to forest operations settings.

7. Minimum Qualifications

- Minimum of five (5) years of progressively responsible leadership experience, preferably within forestry, natural resources, trade associations, or a related industry.
- Demonstrated experience in advocacy, government relations, or regulatory affairs.
- Strong financial management and organizational leadership experience.
- Excellent written and verbal communication skills.
- Valid Driver's License and ability to travel.

8. Preferred Qualifications

- Bachelor's degree in forestry, natural resources, business administration, public administration, or a related field (Master's degree preferred).
- Knowledge of California forestry practices, regulations, and industry operations is highly desirable.
- Experience working with logging, forest operations, or wood products industries
- Familiarity with the California Forest Practice Act and federal timber contracting
- Established relationships with industry stakeholders and regulatory agencies