

RIO GRANDE HEADWATERS RESTORATION PROJECT
COLORADO RIO GRANDE RESTORATION FOUNDATION
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Job Advertisement: Program Manager

The Rio Grande Headwaters Restoration Project (RGHRP) is seeking an experienced and motivated individual to join our organization as a Program Manager. The Program Manager will report to the Executive Director of the RGHRP. Founded in 2004, the RGHRP is a small watershed group working to restore and conserve the historical functions and vitality of streams and rivers in the Rio Grande Basin in Colorado for improved water quality, agricultural water use, riparian health, wildlife and aquatic species habitat, recreation, and community safety. The RGHRP's focus areas and priority projects are informed by watershed and stream management plans, which cover the Rio Grande in Colorado and many of its tributaries.

The RGHRP offers competitive compensation, a benefits stipend, and a collaborative and supportive work environment. We also provide professional development opportunities whenever possible.

Responsibilities and Duties:

- General: The Program Manager contributes to our efforts to protect and enhance high priority streams and rivers in the Rio Grande Basin in Colorado. They work with RGHRP staff and partner organizations to assist with project funding, design, implementation, and monitoring of restoration and other types of projects.
- Develops and maintains relationships with agencies, landowners, and stakeholders to further the RGHRP's mission.
- Becomes familiar with RGRHP's planning documents, including the 2001 Study, Rio Grande, Conejos River, and Saguache Creek stream management plans, the Rio Grande Natural Area Assessment, and the Upper Rio Grande Watershed Assessment.
- Coordinates and manages restoration projects on public or private lands.
- Coordinates and manages teams of partner organizations and consultants to develop technical restoration design plans, construction plans, and monitoring plans.
- Makes recommendations about project/program goals, approaches, budget, stakeholders, and problems, working from analysis, experience, and judgment.
- Assists in securing funds from state and federal agency grants, foundations, and donors to meet project and program needs.
- Follows and maintains systems for regular reporting on progress toward restoration project goals and project deliverables.
- *When needed*, manages grants, contracts, and administrative agreements with project partners and funding agencies.

- Understands possible conflicting demands of land managers, landowners, and land uses, and with assistance, can resolve the conflicts while maintaining program/project goals.
- Uses strong organization and time management skills to meet deadlines.
- Assists with fundraising activities including annual fundraiser event, Rio Reels.
- Work Hours: The Employee may have to work some evenings, weekends, or long days if project activities require it. Working longer hours or hours outside of business hours will be compensated with an equivalent amount of time off.

Required Skills and Experience:

- Bachelor's degree from an accredited college or university in natural resources management, ecology, restoration ecology, geomorphology, agriculture, or a relevant biological science field.
- Excellent communication skills, public speaking, writing, time management, and people skills.
- Organized, self-motivated, and mission-driven.
- Computer literate, including emails, word processing, data entry and analysis, and internet use.
- GIS experience is encouraged, but not required.

Physical Requirements:

- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- The majority of work hours are spent in the office or on-site, however employee may occasionally work remotely, if desired. The offices are typical of a small organization.
- Possession of a properly registered and insured personal vehicle, and a valid Driver's License.

Compensation and Benefits:

- Compensation: Annual salary between \$55,000 and \$60,000, depending on experience (before taxes). Salary range is based on full-time/40 hour per week employment.
- Benefits Stipend: The Program Manager will receive a stipend of \$300 per month to be used for retirement savings or medical insurance/coverage.
- 10 paid holidays.
- Vacation: Initial accrual rate is 6.67 hours of vacation for every month worked.
- Sick Leave: Accrual rate is 6.67 hours of paid sick leave for every month worked.
- Flexible Hours/Work Environment: The Employee will be expected to work during generally accepted business hours. With mutual agreement with Employer, Employee may work flexible hours.
- Reimbursement: The Employee will be reimbursed for expenses occurred for project business such as event registrations, travel, and mileage. Mileage will be reimbursed at the rate established by the Internal Revenue Service, which is \$0.625 per mile in 2022.

To Apply: Email a cover letter and resume to emma@riograndeheadwaters.org. Applications for the position will be accepted until the position is filled.