

RIO GRANDE HEADWATERS RESTORATION PROJECT
COLORADO RIO GRANDE RESTORATION FOUNDATION
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June 24, 2026

Job Opening: Culebra Watershed Program Manager

The Rio Grande Headwaters Restoration Project (RGHRP) is seeking an experienced and motivated individual to join our organization as the Culebra Watershed Program Manager (Program Manager). The Program Manager will report to the Executive Director of the RGHRP.

Founded in 2004, the RGHRP is a community watershed organization 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, benefits, and a collaborative and supportive work environment. Professional development opportunities are provided whenever possible.

Responsibilities and Duties:

- General: The Program Manager contributes to our efforts to restore high priority streams and rivers in the Rio Grande Basin in Colorado, with a focus on the Culebra Creek watershed. The Program Manager works with RGHRP staff and partner organizations to assist with project funding, design, implementation, and monitoring of river restoration and other types of projects. Approximately 60% of the Program Manager's time will be spent planning and implementing priority projects from the Upper Culebra Watershed Assessment (UCWA). Approximately 40% of the Program Manager's time will be spent implementing other prioritized restoration projects in the San Luis Valley and completing RGHRP administrative tasks such as annual fundraiser planning.
- Develops and maintains relationships with agencies, landowners, and stakeholders to further the RGHRP's mission.
- Regularly reports to the Costilla County Conservancy District, the entity that commissioned the UCWA.
- Becomes familiar with RGHRP's planning documents, including the UCWA, 2001 Study, Rio Grande, Conejos River, and Saguache Creek stream management plans, Rio Grande Natural Area Assessment, and Upper Rio Grande Watershed Assessment.
- Coordinates and manages restoration projects on public and private lands.

- Coordinates and manages teams of partner organizations and consultants to develop technical restoration design plans, construction plans, and monitoring plans.
- Makes recommendations regarding project and program goals, approaches, budget, stakeholders, and challenges, 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.
- 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 – works to resolve conflicts while maintaining program/project goals.
- Uses strong organizational and time management skills to meet deadlines.
- Assists with fundraising activities including the organization’s annual fundraiser event, Rio Reels.
- Work Hours: The employee may occasionally be required to work evenings, weekends, or extended days depending on project needs. Additional hours worked outside of regular 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, public speaking, writing, time management, and interpersonal 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, the employee may occasionally work remotely, if desired. The office environment is typical of a small organization. The Program Manager should expect to spend an average of 1–2 days per week in the town of San Luis and the greater Culebra Watershed (located in Costilla County, Colorado).
- Possession of a properly registered and insured personal vehicle, and a valid Driver’s License. The Program Manager will be expected to drive their personal vehicle to Costilla County and other locations in the San Luis Valley, as needed. RGHRP will reimburse mileage as described below.

Compensation and Benefits:

- Compensation: Annual salary of **\$55,000 to \$62,000**, depending on experience (before taxes). Salary range is based on full-time (**40 hour per week**) employment.
- Health Stipend: \$420 per month to be used for medical insurance/coverage or other benefits.

- Retirement: Tax-deferred, employer-sponsored retirement plan with up to a 3% company match.
- 11 paid holidays.
- 3 days of paid time off (in addition to vacation).
- Vacation: Initial accrual rate is 6.67 hours per month worked.
- Sick Leave: Accrual rate is 6.67 hours of paid sick leave per month worked.
- Flexible Work Environment: The Program Manager is expected to work generally accepted business hours. Flexible scheduling may be arranged by mutual agreement with the RGHRP.
- Reimbursement: Reimbursement for approved project-related expenses, including event registrations, travel, and mileage. Mileage will be reimbursed at the Internal Revenue Service rate, currently \$0.725 per mile (2026).

To Apply: Email a cover letter and resume to daniel@riograndeheadwaters.org. Applications received by July 16, 2026 will receive priority consideration; however, the position will remain open until filled. Interviews will be conducted in late July. The start date is flexible depending on the employee's availability. The earliest anticipated start date is August 10, 2026. The employee may start later than August if desired, and the actual start date will be agreed upon by the employee and RGHRP.