



## Forest Program Manager

The Watershed Center is pleased to advertise a new full-time, exempt, and salaried Forest Program Manager position. The office location for this position will be either 6800 Nimbus Road, Longmont, CO 80503 or 900 Lefthand Canyon Dr, Boulder, CO 80302 with the option to utilize a hybrid home/in person office approach as appropriate for the demands of the job and needs for in person meetings. The Watershed Center offers a competitive benefits package which includes paid vacation, holiday, and sick time, an IRA with 3% company match, and excellent health insurance that is 100% paid for by the Watershed Center. The salary range for this position will \$52,823 to \$88,038. Please note that this salary range describes the full range for this position and the hiring range is likely \$60,000 to \$80,000.

### Background Information

The Watershed Center is growing and we invite you to join us! Since 2004, the Watershed Center has been protecting and restoring watersheds for people and the environment using a collaborative and science-based approach. We pursue our mission across four core programs: Forest, River, Science, and Community.

Through these programs, we respond to the needs of our watersheds and communities. Over time these needs have included mine impacts, river restoration, adaptive management, fish passage, fire recovery, stewardship, outreach, education, monitoring, and forest management, among many others. Today our watersheds are facing increasing risk from wildfires and our communities and stakeholders are asking for science-informed planning and decision-making in how we prioritize projects and manage watersheds.

The Watershed Center is responding to these needs by growing capacity in our Forest and Science Programs. We are by hiring three new positions: Forest Program Manager, Forest Project Manager, and Science Program Manager. To fill these positions we are seeking creative and collaborative individuals who are passionate about science and community, and want to impact positive change in our watersheds!

### Forest Program Manager Position Highlights

- Lead a robust and quickly growing Forest Program that aims to develop and implement collaborative and cross-boundary forest management across the St. Vrain Watershed.
- Coordinate the [St. Vrain Forest Health Partnership](#), a diverse collaborative of >200 stakeholders and community members that are working together to plan and implement cross-jurisdictional landscape-scale forest restoration in the St. Vrain Basin.
- Lead Forest Program efforts related to strategic program planning, outreach, engagement, communication, knowledge sharing, and landscape-scale forest health planning.
- Lead development and expansion of funding for the Forest Program by actively pursuing and strategically leveraging diverse funding sources from private and public sectors.
- Plan and lead regular meetings and workshops that bring together stakeholders and community members.



- Maintain existing relationships and build new relationships with partners, stakeholder, funders, and community members.
- Work as part of small but mighty team of collaborative non-profit staff that work hard towards our mission.

### **Forest Program Manager Desired Skills and Experience**

- Excellent knowledge of forest restoration and fire mitigation in Colorado.
- Action oriented and energetic, especially with new challenges and opportunities.
- Excellent presentation and networking skills, and energized by meeting new people and speaking in large groups.
- Attentive and active listener that can hear people out and solve problems for the good of all.
- Strategic thinker that can respond decisively to new and changing challenges and opportunities.
- Excellent communicator with experience creating compelling outreach/marketing campaigns and communication strategies.

### **How to Apply**

Please email your cover letter and resume combined into a single PDF labeled:

Lastname\_Firstname\_2022 to: [applywatershedcenter@gmail.com](mailto:applywatershedcenter@gmail.com) with the subject line “**Forest Program Manager Application.**” The cover letter should clearly demonstrate the applicants’ ability to fulfill the stated duties and meet the qualifications of the position. The ideal candidate will begin employment in January 2022.

Review of applications will begin be on-going with priority given to applications received on or before **December 1, 2022**. The position will remain open until filled. The Watershed Center reserves the right to modify this timeline as needed.



## Program Manager Job Description

**Position Title:** Program Manager

**Employment Status:** Full-time, Exempt, Salaried

**Reports To:** Executive Director or Associate Director

**Office Location:** 6800 Nimbus Road, Longmont, CO 80503 or  
900 Lefthand Canyon Dr, Boulder, CO 80302

**Salary Range:** \$52,823 to \$88,038 annually

### General Description

Under the general direction of the Executive Director or Associate Director, this position serves as Program Manager of one or more of the Watershed Center's program/service areas in a community of diverse situations and needs. Responsibilities may also include managing projects and supervising program staff and volunteers, as assigned by the Executive Director or Associate Director. The position will require excellent communication, interpersonal, program management, and project management skills.

### Supervision Received and Exercised

The Program Manager shall work under the general direction of the Executive Director or the Associate Director in carrying out the activities and functions of the Watershed Center. This position may also supervise Watershed Center employees or volunteers.

### Examples of Duties

**Primary duties include, but are not limited to, the following:**

- As assigned by the the Executive Director or Associate Director, the Program Manager is responsible for strategy and performance of one or more program areas. This includes but is not limited to:
  - Develops program objectives and ensures that the program(s) meets objectives identified in annual work plan.
  - Develops and/or execute program plans such as strategic plans, adaptive management plans, evaluation plans, monitoring plans, communication plans, outreach plans, restoration plans, stewardship plans, and/or fundraising plans.
  - Manages program expenditures and reporting in accordance with the program budget and reporting requirements.
  - Develops, maintains, and fosters mutually beneficial partnerships and relationships with organizations, governments, agencies, and individuals affiliated with our work.
  - Develops and supports grant and/or funding requests by actively pursuing grant and/or funding opportunities and writing grants and/or funding requests.
  - Assists with donor stewardship including individuals and private-sector supporters.



- Manages program staff and volunteers.
- As assigned by the Executive Director or Associate Director, the Program Manager serves as Project Manager of projects and maintains responsibility for project procurement, outreach, planning, progress, and execution. This includes but is not limited to:
  - Managing, implementing, and/or overseeing the procurement process to ensure compliance with Watershed Center's procurement policy and grant and/or funder compliance;
  - Ensuring compliance with the grant requirements, applicable laws, and permit requirements (as necessary);
  - Managing, implementing, and/or overseeing and implementing any necessary outreach activities, partner communications, and landowner communication;
  - Managing and/or overseeing consultant or contractor activities to ensure compliance with contract and scope of work; and
  - Managing and/or overseeing technical experts, as needed, to ensure contractor's work products meet technical expectations outlined in the scope of work.
- Represent the Watershed Center at conferences, public events, and meetings.
- Contribute to and/or edit organizational reports and presentations.
- Carryout administration tasks and day-to-day management activities.
- Other tasks as assigned by the Executive Director or Associate Director.

## **Desired Qualifications**

- Bachelor's Degree and five or more years' experience working in a professional environment or equivalent.
- Natural resource, ecology, or watershed science background.
- Familiarity with watershed concepts and specialty in one of Watershed Center's program areas (river, forest, science, community).
- Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach.
- Experience working with a wide range of people with diverse and sometimes conflicting opinions.
- Ability and willingness to work in outdoor conditions and travel to project and field sites.
- Experience with project management, grant compliance, and overseeing consultants.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.
- Ability work well in a flexible and collaborative team environment.
- Excellent writing, presentation, outreach, marketing, and public relations skills.
- Ability to work independently, establish work priorities and manage time effectively.
- Proficiency in the use of MS Word and Excel, and data analysis tools such as Access, R and ArcGIS, as well as ability to learn new computer applications.
- A valid Colorado Driver's License and ability to pass background check including a good driving record.
- Must have own vehicle, mileage reimbursement available.



## **Working Conditions**

Work is performed inside and outside both day and night, under varying and extreme weather conditions, and could include frequent driving of employee's personal vehicle. Field conditions will include steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and typical conditions associated with travel in the foothills and plains of the Rocky Mountain region. Work may include working weekends. Work includes but is not limited to exposure to sun, noise, dust, fumes, smoke, gases, and oils, moving vehicles, lifting and carrying up to 50 pounds, bending, stooping, squatting, crawling, kneeling, pulling, pushing, reaching overhead and above shoulders, use of both hand and fingers, climbing stairs and ladders, walking, standing, and sitting for extended periods of time. Coordination of eyes, hands, legs, and body is needed. Must have correctable near and far vision, ability to hear, speak, and write. Work also includes the ability to understand and follow oral and written instructions, and the ability to utilize communication equipment.

The Watershed Center is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

## **Salary and Position Details**

Full-time salaried position, annual salary will be in the range of \$52,823-\$88,038 annually, depending on skills and experience. Benefits include generous paid vacation and sick time, an IRA with 3% company match, and excellent health insurance that is 100% paid for by the Watershed Center. The expected office for the position will be at the Left Hand Water District (6800 Nimbus Road, Longmont, CO 80503) or the Left Hand Fire Protection District Offices (900 Lefthand Canyon Dr, Boulder, CO 80302). Staff are able to utilize a hybrid home/in person office approach as appropriate for the demands of the job and needs for in person meetings.