



## Project Manager

**Position Title:** Project Manager

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

**Reports To:** Big Thompson Watershed Coalition (BTWC) Director

**Office Location:** 1530 Boise Ave, Loveland CO 80538

**Salary Range:** \$42,500 – 47,500 annually; Additional bonus in lieu of benefits annually

### **General Description**

Under the general direction of the Director, the project manager leads all tasks related to BTWC's river restoration, stewardship, forest restoration, and outreach/educational projects. The Project Manager is responsible for carrying out tasks related to the management of the Big Thompson Watershed Coalition's flood recovery river projects, ongoing monitoring and adaptive management river projects, and other project management tasks as assigned by the Director. Project Management tasks include but are not limited to: grant administration and reporting; procurement, coordination and oversight of contractors and consultants; monitoring of pre- and post-project site conditions; and communication and coordination with landowners and other project partners. The Project Manager will also carry out program and administrative tasks including website and social media updates and maintenance; planning and organizing meetings, volunteer, and outreach events; grant and other funding research; providing support and coordination for the board of directors and committees; and other administrative, outreach, and operational duties. *Currently, this position is funded through June 2019, with the potential for extension based on pending grant applications and funding sources. The Project Manager will work with the Director to identify long-term watershed needs, future projects, and potential funding sources that could enable this position to extend beyond June of 2019.*

We are looking for someone with over three years of professional working experience in the fields of watershed science, ecological restoration, and/or stewardship. Experience with nonprofit administration, federal grant compliance, website maintenance, and GIS are also highly desired. The position will require knowledge, skills and experience in project management, river restoration, watershed science, monitoring, outreach and education, and volunteer recruitment and oversight. In addition, we are looking for a highly organized and motivated self-starter with excellent communication, interpersonal, and project management skills.

### **Job Responsibilities**

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

- Serve as Project Manager, maintaining responsibility for procurement, outreach, planning and execution of watershed projects, including river improvement, forest health, and stewardship projects. Specifically, this includes, but is not limited to:
  - Oversee and manage contractors and design teams for the BTWC's current flood recovery river improvement projects, including coordinating access, ensuring compliance with contracts, scope of work, grant requirements, applicable laws, and permit requirements (as necessary);
  - Perform outreach and communication with project partners and landowners;
  - Process consultant invoices, prepare quarterly reports to grant funders, conduct project and grant close-out tasks, ensuring federal grant requirements are complied with;
  - Coordinate with contractors on previously completed river projects to ensure they are maintaining the project site through the duration of the warranty period;
  - Assist in the development and implementation of the BTWC's monitoring and adaptive management program;
  - Assist in the development and implementation of forest health program;
  - Identify projects and programs that improve and sustain the overall health of the watershed;
  - Coordinate stewardship activities as needed, such as weed control, revegetation, etc., potentially with volunteers or in partnership with other organizations;
- Complete education and outreach tasks including:
  - Development of quarterly newsletters and a diverse set of outreach materials communicating BTWC projects, news, and events;
  - Schedule, plan and conduct outreach and volunteer events;
  - Assist with updates and implementation of the BTWC outreach strategy; and
  - Update and maintain the BTWC website and Facebook pages.
- Create and maintain a GIS database of BTWC projects and create maps to support projects, events, and grant applications as needed;
- Assist Director with researching and preparing grant applications related to funding BTWC projects and priorities, such as river improvement and management, forest health, ongoing stewardship and adaptive management, and outreach and education efforts;
- Assist Director and BTWC Board with additional fundraising tasks and events, as assigned;
- Work with Director and Board of Directors to identify long-term watershed needs, future project and program opportunities, and potential partnerships;



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- Carryout other program development tasks as assigned by the Director and as identified in the annual work plan;
- Give presentations about the BTWC and projects to various community organizations, as needed;
- Provide support, with the Director, to the BTWC Board of Directors, including:
  - Preparation and distribution of board meeting materials;
  - Presenting at board meetings;
  - Taking notes at board meetings;
  - Provide support and communication for committees of the board;
  - Prepare weekly staff update to Board of Directors;
- Carry out BTWC administrative tasks and day to day management activities as assigned by the Director, such as:
  - Maintain and update landowner listserve, volunteer and donor databases;
  - Purchase materials and supplies according to the BTWC procurement policy and annually approved budget;
  - Contribute to organizational efforts to ensure compliance with a diverse set of grant requirements; and
  - Other tasks as assigned by the Executive Director

### **Desired Qualifications:**

- Bachelor's Degree and over 3 years of experience working in a professional environment or equivalent. A background in watershed science, natural resource management, hydrology, geomorphology, or similar will be helpful and is highly desired.
- Familiarity with watershed concepts and processes, restoration monitoring and stewardship (weed control, revegetation, other monitoring and maintenance) techniques, non-profit and grant administration is highly desired.
- Ability to express compassion in addressing resident and landowner issues.
- Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.
- Experience working with and leading volunteers to collect data and/or stewardship activities.
- Ability to prepare meeting materials and presentations and assist in facilitating meetings.
- Excellent writing, presentation and public relations skills.



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- Ability to work independently, establish work priorities and manage time effectively.
- Proficiency in the use of MS Word and Excel, and the ability to learn new computer applications, with preference given to candidates who are proficient using geographic information systems (GIS), and website development and maintenance (WordPress or similar platforms).
- A valid Colorado Driver's License and ability to pass a 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.

Big Thompson Watershed Coalition 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:**

Salary range: \$42,500 to \$47,500 with benefits including paid time off (holiday, sick, vacation, and personal leave) and a bonus in lieu of benefits (\$6,000 annually) toward a health plan. The position is located at the Big Thompson Watershed Coalition office, 1530 Boise Avenue, in



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Loveland. The initial engagement length of the position through June 2019; with the potential for extension based on the finalization of pending and upcoming funding requests.

### **To Apply:**

Please email one PDF with your cover letter and resume (both in one file) to: Shayna Jones at [info@bigthompson.co](mailto:info@bigthompson.co) com by October 4, 2018. Include, as the subject of the email: Last Name – Program Manager Position. Files e-mailed as separate PDFs or in formats other than PDF may be rejected. Please use the following file naming instructions for the PDF file: Lastname\_Firstname\_BTWC. The cover letter should clearly demonstrate the applicants' ability to fulfill the stated duties and meet the qualifications of the position. Due to the volume of applications received, we will not accept phone calls about the position and we will not be able to individually respond to every written inquiry received. Interviews for selected candidates will be conducted the week of 10/15/18. Ideal start date is in early November.