

# BLUE RIVER WATERSHED GROUP

## PROJECTS AND PROGRAMS DIRECTOR

### JOB DESCRIPTION

**POSITION TITLE:** Projects and Programs Director

**REPORTS TO:** Executive Director

**LOCATION:** Summit County, Colorado. Hybrid remote, must be able to attend meetings in Summit County

**TERM:** Full Time, 40 hours per week, exempt position, flexible schedule, PTO

**SALARY:** \$65,000 - 75,000 DOE annual salary

#### **ABOUT THE BLUE RIVER WATERSHED GROUP**

The Blue River Watershed Group (BRWG) is a non-profit organization dedicated to the conservation and sustainable management of the Blue River watershed. Committed to community engagement we work to protect, promote, and restore the health of the Blue River watershed through various programs, projects, and initiatives.

BRWG is a small nonprofit with a staff of 3 full-time equivalent positions planned for 2025. The Executive Director is supported by a volunteer Board of Directors.

#### **POSITION OVERVIEW**

The Blue River Watershed Group (BRWG) is seeking a Projects and Program Director to lead the group's project development, implementation of restoration projects, collaborative initiatives, and thoughtful planning.

The Projects and Program Director is responsible for oversight and implementation of the projects and programs, including but not limited to subcontractor hiring and management, fundraising, financial management, public relations, and more. This position requires a flexible and versatile leader as the work blends technical work with community outreach and relationship building.

#### **RESPONSIBILITIES**

##### **Project Planning**

- Report to and coordinate with the Executive Director, as needed, to successfully plan future projects and implement ongoing watershed projects
- Lead study design development and project planning

##### **Citizen Science Program Management**

- Manage program volunteers, supplies, and equipment
- Lead or manage monthly water sampling events
- Build a robust, watershed-wide, volunteer-based, water monitoring program

##### **Subcontractor Management**

- Oversee work effort from the project consultants and contractors
- Perform day-to-day coordination with subcontractors including online and face to face meetings as required to answer questions and guide the project team
  - Identify deliverables and set schedules for submittals for the preliminary and final project deliverables, incorporating sufficient time for reviews by BRWG, the Project Team, and stakeholders
  - Review submittals and make recommendations to the Executive Director and/or Project Team for approvals and /or revisions
  - Provide weekly updates to the Executive Director and monthly updates for board/committee meetings

- Review pay requests from the subcontractors and provide payment
- Ensure all deliverables have been provided by the subcontractors
- Lead the selection of subcontractors including:
  - Develop, review, and edit the Request for Proposals (RFP)
  - Advertise and/or invite consultants to bid
  - Organize, coordinate, and conduct a pre bid site visit and pre bid meeting
  - Prepare written response to bidders questions
  - Conduct bid opening and review bids and prepare recommendations to BRWG
  - Review contract for services and provide recommendations to BRWG.

#### **Project and Program Stakeholder Management**

- Coordinate and meet with all affected stakeholders
  - Introduce projects to both stakeholders and the public
  - Identify required reviews and approvals for each stakeholder. Determine submittal requirements, schedules, and presentations to boards as required for approvals and issuance of permits to proceed with project implementation
  - Serve as the primary contact for the stakeholders regarding project-related issues
  - Coordinate with subcontractors on submittal requirements and identify deliverables required
  - Develop a schedule for submittals
  - Attend all meetings with stakeholders including Town and County board/council meetings as required for project review and approval

#### **Grant Writing, Management, and Reporting**

- Support project and program grant management by supplying detailed reports, technical details, and updates
- Develop project budgets and funding plans for upcoming projects
- Prepare project language and project details for grant submissions

#### **Strategic planning for Projects and Programs**

- Support the Executive Director in strategic planning of future projects, opportunistic planning, and collaborative project implementation
- Report and plan for existing and new projects

#### **BASIC QUALIFICATIONS:**

- Bachelor's degree or equivalent education in a related field; 3 or more years relevant professional work experience preferred
- General knowledge of watershed issues and management
- Display excellence in project management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives
- Give examples of successful previous experience with:
  - Financial management, budgeting, forecasting, and reporting
  - Administrative oversight of a non-profit organization program
  - Grant management, writing, and reporting experience especially with larger Federal and State grants
  - Project management
  - Stakeholder engagement
  - Networking, collaboration, and partnership building
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Must be a action oriented, adaptive, innovative, self-starter, strategic thinker, and independent learner who can work with minimal direct supervision
- Must have the ability to work remotely with reliable transportation to attend events, meetings, and project sites

- Detail-oriented and organized, with experience managing multiple projects simultaneously, completing tasks on often fast timelines, and effective communication around shifting needs and/or priorities
- Comfort and confidence defining and tracking project deadlines, soliciting and incorporating input from team members and partners while continuing to move projects forward, manage multiple projects at one time
- Working knowledge of Word, Excel, Google Suite, PowerPoint, QuickBooks, Canva, Weebly, Square, Donorbox, and Stripe; or willingness to learn
- Excellent interpersonal and communication skills (oral and written), a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Unwavering commitment to supporting Blue River Watershed Group's mission and goals

**TO APPLY:**

Interested candidates should submit a resume, cover letter, and three professional references to [info@blueriverwatershed.org](mailto:info@blueriverwatershed.org). References and interviews will be part of the selection process. The deadline for applications is January 25th, 2025.

The Blue River Watershed Group is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

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*Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Blue River Watershed Group is an Equal Opportunity Employer. We encourage applications from candidates of all backgrounds and experiences who are passionate about issues affecting water and land conservation in Colorado and the western US.*