



**BLUE RIVER WATERSHED GROUP**  
**COMMUNITY ENGAGEMENT AND GRANTS DIRECTOR**  
**JOB DESCRIPTION**

**APPLICATION CLOSE DATE:** January 15th, 2025

**POSITION TITLE:** Community Engagement and Grants Director

**REPORTS TO:** Executive Director

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

**TERM:** Full or Part Time position available, flexible schedule, PTO provided

**SALARY:** \$55,000 annual salary, exempt, depending on experience

**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 and environmental advocacy, we work to protect, promote, and restore the health of the Blue River watershed through various programs, projects, and initiatives.

**POSITION OVERVIEW**

We are seeking a highly motivated and detail-oriented Community Engagement and Grants Director to join our team. The successful candidate will play a key role in managing the financial aspects of our organization, with a specific focus on grants management. The Community Engagement and Grants Director will be responsible for overseeing the grants application process, ensuring compliance with funding requirements, and maintaining accurate financial records. We are open to applicants who are interested one or both aspects of this job description (grants and/or engagement) as a small nonprofit we are most interested in hiring an applicant with drive, commitment, and passion for our work, who is excited about building financial stability for the organization and maximizing community engagement around BRWG's mission.

**RESPONSIBILITIES**

**Community Engagement:**

- Help to plan, organize, and host events such as educational workshops, native plantings, volunteer activities, and community outreach programs

- Attend community events as a representative of BRWG, share project updates, recruit volunteers, and expand outreach
- Coordinate event logistics including venue selection, vendors, permits, catering
- Collaborate with BRWG team members to promote and grow existing events, develop new events, and ensure event relevance to BRWG and the community
- Monitor social media channels for trends and opportunities for engagement and develop content to promote awareness of our mission and activities
- Respond to comments, messages, and inquiries on social media platforms
- Develop visually appealing and compelling content for social media, including graphics, images, and videos
- Write and edit content for event promotions, newsletters, and other communication channels
- Ensure consistency in messaging and branding across all platforms

**Grants Management:**

- Identify potential grant opportunities and assess their alignment with the organization's mission and goals
- Prepare and submit grant applications, ensuring accuracy, completeness, and compliance with funding guidelines including reporting requirements
- Collaborate with team members to gather necessary information for grant proposals and reports
- Monitor and track grant awards, reporting deadlines, and deliverables
- Maintain strong relationships with grantors and funding agencies

**Financial Management:**

- Oversee the organization's accounting functions, including accounts payable, accounts receivable, and general ledger maintenance
- Prepare and analyze financial reports, providing regular updates to the leadership team
- Ensure compliance with relevant accounting standards and regulations
- Work closely with external auditors during annual audits

**Budgeting:**

- Collaborate with program managers to develop and manage annual budgets
- Monitor budget vs. actual performance, identifying variances and recommending corrective actions as needed
- Ensure compliance with regulatory guidelines, and organizational policies

**QUALIFICATIONS:**

- Candidates with a Bachelor's degree in Accounting, Finance, or a related field will be given priority. CPA or relevant certification is a plus. Relevant experience may be substituted for education and/or certifications

- Proven experience in financial management, preferably in a non-profit organization
- Proven experience in grants management, preferably in a non-profit organization, preference given to candidates with a background in natural resource management, environmental stewardship, and/or water policy
- Strong knowledge of accounting principles, budgeting, and financial reporting
- Excellent written and verbal communication skills
- Detail-oriented with strong analytical and problem-solving abilities
- Proficiency in accounting software, Quickbooks, and G-Suite is preferred
- Ability to work collaboratively in a team-oriented environment as well as independently

**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 31st, 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. The 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.*