

JOB POSTING ANNOUNCEMENT



Title: Program Manager
FLSA Status: 3/4-Time / Exempt / Salaried
Reports to: Senior Program Manager
Direct Reports: None
Location: Fort Collins, CO
Salary: \$33,750 - \$37,500 (full-time \$45,000 - \$50,000) commensurate with experience
Benefits: This is a 3/4-time position, with an option for full-time employment depending on performance and funding, with a comprehensive benefits package (paid time off, 403b retirement plan, health, dental, and vision insurance)
Start Date: February 1st, 2021

About the Organization:

Bird Conservancy of the Rockies is a 501-c(3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region. Bird Conservancy of the Rockies conserves birds and their habitats through an integrated approach of Science, Education, and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond.

Position Overview:

Bird Conservancy is seeking a Program Manager to assist the Senior Program Manager with programmatic support and collaboration efforts between the Executive Team and Team Leads and to assist Team Leads in administering programmatic operations. This position, in coordination with the Senior Program Manager, can also serve as a liaison with general support teams (finance, development, communications, and technology).

Essential Job Duties and Responsibilities:

- Work closely with the Team Leads, with a concentration on Bird Conservancy's Stewardship Team, to organize, plan and implement grant deliverables and requirements with timely communications on project status to various stakeholders.
- Manage budgets in coordination with finance & programmatic teams and have a detailed understanding of project expenses and income sources.
- Assist in program funding proposals as directed by the Senior Program Manager.

Other Duties:

- Other duties and special projects as assigned.

Supervisory Responsibilities: none

Knowledge, Skills and Experience required (unless otherwise noted):

- A Bachelor's degree in Natural Resources, Biology, Business Administration or relevant experience.
- A minimum of two years' managing a diverse portfolio of public and private grants, including tracking of financial disbursements and program deliverables.
- Proven ability to communicate program objectives to diverse stakeholders efficiently and succinctly.
- Ability to accept responsibility for assigned tasks and complete them on schedule.
- Proficiency in Microsoft Office, especially in Excel.
- Must be self-motivated and work both independently and as part of a team.
- General accounting knowledge and budget development and/or administration.
- Strong written, verbal, and interpersonal skills.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Mid-level stress.
- Requires reaching continually throughout the workday (mouse, keyboard, telephone).
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis. Proper lifting techniques required.

Material and Equipment Directly Used:

- Standard office equipment (e.g. laptop, printers); PC with MS Office software applications.

Equal Opportunity Employer:

Bird Conservancy of the Rockies is an equal opportunity employer committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply:

Please submit your cover letter, resume and contacts for three references in ONE document to Ms. Jenny Berven at PM_applicants@birdconservancy.org with "Program Manager" in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications that are submitted before January 18th, 2021.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.