

JOB POSTING ANNOUNCEMENT



Title: Program Manager
Position Class: General – Program Manager
FLSA Status: Full-Time / Exempt / Salaried
Reports to: Senior Program Manager
Direct Reports: None
Location: Fort Collins, CO
Salary: \$58,000 - \$72,000, commensurate with experience
Benefits: This is a full-time employment, with a comprehensive benefits package (paid time off, 403b retirement plan, health, dental, and vision insurance)
Start Date: March 8th, 2026

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 of the Rockies is seeking a Program Manager to support programmatic operations and cross-team coordination. Working closely with the Senior Program Manager, this position provides operational, financial, and administrative support to Team Leads—particularly the Stewardship Team—and serves as a liaison between program staff and organization-wide support teams (finance, development, communications, and technology). The Program Manager plays a key role in ensuring that grant-funded projects are implemented effectively, on schedule, and in compliance with funding requirements. The position duty station is in Fort Collins with hybrid/telework possible at the discretion of the supervisor.

- Essential Job Duties and Responsibilities:**
- Collaborate with Team Leads, with a primary focus on the Stewardship Team, to organize, plan, and implement grant-funded projects, and to track and communicate project status, timelines, and deliverables to internal and external stakeholders.
 - Manage project budgets in coordination with program director, finance, and program staff, maintaining a detailed understanding of expenses and funding sources to ensure program solvency.
 - Perform programmatic cost allocations using accounting software (Sage Intacct).
 - Support and coordinate program funding proposal processes as directed by the Senior Program Manager.
 - Assist with improving and maintaining internal program management systems and workflows.

- Other Duties:**
- Other duties and special projects as assigned.

Supervisory Responsibilities: none

- Knowledge, Skills and Experience required (unless otherwise noted):**
- Bachelor’s degree in Natural Resources, Biology, Business Administration, or a related field; or equivalent relevant experience.
 - Minimum of two years of experience managing a diverse portfolio of public and private grants, including tracking financial disbursements and program deliverables.
 - At least one year of experience in accounting, budgeting, or financial administration.
 - Strong written, verbal, and interpersonal communication skills, with the ability to work effectively with internal teams and external partners.

- Ability to clearly and concisely communicate program goals, progress, timelines, and requirements to diverse audiences.
- Demonstrated ability to manage multiple priorities, meet deadlines, and take ownership of assigned tasks in a collaborative, team-oriented environment.
- Proficiency in Microsoft Office, with strong skills in Excel.
- Experience using project management software (e.g., Monday.com or similar platforms).
- Self-motivated, detail-oriented, and able to work both independently and collaboratively.

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.

- Primarily office-based work environment.
- Ability to sit or stand for extended periods and work at a computer for much of the day.
- Moderate stress level typical of deadline-driven project work.
- 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 aims to avoid partiality in hiring. As such, we ask that you please avoid the use of photos when submitting a resume and/or an application for employment. You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. **Post-offer background check required.**

As an organization, we are most interested in finding the best candidate for the job, from varied backgrounds and with attention to lived experiences. Bird Conservancy of the Rockies will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Bird Conservancy of the Rockies is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender identity, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law. Bird Conservancy of the Rockies will make special communication arrangements for persons with disabilities. Please call (303) 659-4348 for assistance.

To Apply:

Please submit your cover letter, resume and contacts for three references in ONE document to Ms. Jenny Berven at applicants@birdconservancy.org with "Program Manager_First Name_Last Name" 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 Feb 20th, 2026.

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.