



COLORADO RIVER DISTRICT

PROTECTING WESTERN COLORADO WATER SINCE 1937

POSITION: Partnership Projects Manager

POSITION SUMMARY:

Serves as the Project Manager for the Colorado River District Partnership Projects Funding Program. Serves as the staff liaison to external funding partners, working with applicants to gather information and completing the internal project analysis and recommendations for funding to the General Manager and Board of Directors as appropriate. Manages all aspects of the partnership projects funding program including communicating program details with the Board, general public and partners, managing applications, overseeing and coordinating contracts, project progress and completion, and short- and long-term financial tracking. Leads in the development and refining of the processes involved in the management and implementation of the program. Works closely with partners and River District staff to execute contracts and ensure the partners completion of contract requirements. Develops relationships with local water users and community leaders throughout the District. Provides additional project management support and expertise across all departments. Works closely with management to monitor and update the funding framework as appropriate. Works closely with District External Affairs department to maximize branding and name recognition for the District. Position will typically involve significant travel throughout the District's 15-county territory. Successfully completes other assigned duties representing the District on other District priorities. Excels at collaboration with other District employees and District constituents and partners.

TYPICAL EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in Business Management, Project Management, Engineering, Environmental Science, Hydrology, closely related field, or relevant experience. Advanced degree preferred. Ten plus years' experience in project management. Technical background preferred. Possess strong working knowledge of Colorado water, water resources hydrology and water projects. Leadership and management experience preferred.

SKILLS AND COMPETENCIES:

In addition to the educational and experience requirements, the following skills are essential to the job:

- Excellent verbal and written communication skills with ability to communicate succinctly, effectively and professionally.
- Ability to work with professionals, the public, other organizations and government agencies and oversee work of others.
- Knowledge of Colorado hydrology, water administration, and law.
- Ability to oversee projects from inception to completion coordinating both internal and external efforts.
- Teamwork, organization, and leadership skills. Able to work collaboratively with River District constituents and other entities on complex issues.
- Ability to successfully oversee and achieve multiple projects while prioritizing a complex and varied workload.
- Must possess advanced computer skills, including Microsoft Suite.

ADDITIONAL PREFERRED SKILLS:

- GIS.
- Grant-writing and understanding of Federal and State Grant Programs.
- Database management.

ESSENTIAL FUNCTIONS:

1. Serves as the primary staff member responsible for managing all aspects of the River District's Partnership Project Funding Program.
 - a. Working with constituents and project partners, accept applications, review for completion, conduct internal review and analysis, and provide well written recommendations for funding to General Manager and the Board, as appropriate.
 - b. Seek matching grant programs as appropriate to further leverage our funding.
 - c. Work with River District contracting and legal staff to ensure completion of funding agreements.
 - d. Works with accounting team to develop regular financial reports tracking expenditures across categories and geographic areas to ensure equitable distribution of funds over time.
 - e. Work with external affairs team to market the funding program, manage the program's webpage, provide education and outreach to constituents, make public presentations about the program, and increase brand awareness of the River District.
 - f. Work with technical team to provide project management and engineering support to project partners as appropriate.
 - g. Working with project partners to ensure completion of projects and any follow-up activities as appropriate.
2. Provide project management support and collaborate with staff on other River District projects and funding agreements, such as the Regional Conservation Partnership Program (RCP), the Bureau of Reclamation's WaterSMART Grants, EQIP funding, CWCB grant programs and other similar programs.

OTHER REQUIREMENTS:

1. Performs other work-related duties as assigned by the General Manager and Chief of Operations.