

# Environmental Program Manager

Key Words: Watershed Health Program Manager

**Friends of the Yampa (FOTY)**

**Full-Time | Exempt | Salaried (40 hours/week)**

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## Position Overview

Friends of the Yampa (FOTY) is seeking an **Environmental Program Manager** to lead science-based watershed initiatives, river health monitoring, community engagement, and the **day-to-day management of the Yampa River Fund (YRF)** across the Yampa River Basin.

This position is central to advancing FOTY's environmental mission, with a primary focus on long-term river health monitoring, collaborative conservation, and public engagement around water and watershed issues. In addition, this role ensures that the Yampa River Fund's grantmaking, board and steering committee facilitation, partnerships, and conservation investments are strategically aligned with basin-wide science and successfully performed each year.

Working closely with the Environmental Program Director, partners, YRF board and committees and community stakeholders, this role connects environmental data to on-the-ground action. The Environmental Program Manager is a collaborative, solutions-oriented professional who can translate science for diverse audiences, manage complex programs, and represent Friends of the Yampa and the Yampa River Fund in basin-wide water conversations.

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## Key Responsibilities

### River Health Monitoring

- Lead and manage FOTY's **Yampa River Scorecard Project**, including managing contractors; overseeing data collection, analysis, and reporting; and, alongside the Outreach Manager, overseeing public communication
  - The Yampa River Scorecard Project is a long-term river health monitoring program that seeks to understand current and future river health as well as guide the direction of future river management. See [yampascorecard.org](http://yampascorecard.org) for more information.
- Analyze environmental data and translate findings into scorecards, reports, presentations, and outreach materials
- Coordinate monitoring priorities with partners, agencies, and technical advisors

- Ensure data quality, documentation, and long-term tracking of river health indicators
  - Design and implement additional river health monitoring efforts as needs are identified, including:
    - Water quality sampling and analysis
    - Fish and macroinvertebrate monitoring
    - Holistic, reach-scale river assessments
  - Support monitoring and evaluation of conservation and restoration projects to assess environmental outcomes
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## Yampa River Fund Management

- Provide **day-to-day management of the Yampa River Fund (YRF)** in coordination with the Executive Director and the YRF Chair
  - The Yampa River Fund is an endowment fund that funds environmental flows, habitat improvement, and multi-benefit projects. See [yampariverfund.org](http://yampariverfund.org) for more information.
- Support execution of the YRF guiding documents with a focus on advancing river projects and watershed conservation outcomes
- Guide alignment of grantmaking priorities with the conservation objectives of the fund
- Administer and support YRF grant processes, including:
  - Development and distribution of Requests for Proposals (RFPs)
  - Responding to applicant inquiries and providing technical assistance
  - Coordinating technical review with advisory and steering committees
  - Supporting development of grant agreements
  - Grant funds distribution
- Serve as a liaison with YRF grantees throughout project implementation, reporting, and evaluation
- Track project outcomes, reporting deadlines, and environmental impact of YRF-funded projects
- Assist with preparation of YRF reports and materials for boards, donors, partners, and the community
- Build community awareness of the fund and its impact
- Assist with all fundraising efforts related to the YRF
- Plan, prepare for and support meetings of the YRF Board, Steering Committee, Technical Advisory Committee and any other committees formed by the YRF leadership
- Work with the YRF chair to ensure that YRF volunteer board members are engaged and aware of their responsibilities, that the annual grant process is completed, and that marketing and fundraising efforts are implemented.

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## Environmental Program Support and Leadership

- Support development, implementation, and growth of science-based environmental initiatives aligned with FOTY's strategic plan
  - Review and support river-related restoration, stewardship, and conservation projects led by FOTY and partner organizations
  - Provide science-based technical guidance to support planning, advocacy, and decision-making
  - Participate in watershed planning efforts and regional water discussions
  - Track environmental outcomes and lessons learned to inform program and project improvements
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## Community Engagement, Outreach & Education

- Build strong relationships with residents, youth, landowners, recreationists, and partner organizations to build river health literacy, initiate collaborative programs and projects, facilitate grant applications to the River Fund, and progress organizational goals.
  - Act as a public-facing representative of Friends of the Yampa on river health and watershed issues
  - Help plan, develop, and conduct outreach and education programming related to the Yampa River watershed, river health, and conservation initiatives
  - Develop presentations and materials that communicate river health data and conservation concepts to non-technical audiences
  - Support volunteer engagement related to monitoring, education, and stewardship activities
  - Contribute to press releases, presentations, and public communications highlighting conservation progress and successes
  - Support website, email, and social media content related to river health, monitoring results, and funded projects (with technical support as needed)
  - Prepare or contribute to annual and year-end reports for Friends of the Yampa and the Yampa River Fund
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## Partnership, Collaboration & Stakeholder Engagement

- Build and maintain authentic partnerships with diverse audiences, including conservation organizations, agencies, local governments, funders, and community groups

- Engage with stakeholders across the Yampa Valley water management and conservation community
  - Facilitate meetings, workshops, and collaborative discussions that advance shared river health goals
  - Gain cooperation from external partners to support basin-wide conservation efforts
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## Organizational & Administrative Support

- Maintain organized records related to monitoring data, grants, program outcomes, and budgets
  - Track timelines, deliverables, and basic program and fund-related budgets
  - Coordinate with financial and administrative partners as needed to support YRF operations
  - Assist the Executive Director and Environmental Program Director with cross-program coordination, strategic planning, and evaluation
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## Required Qualifications

- Bachelor's degree or equivalent professional experience in environmental science, natural resources, watershed science, conservation, or a related field
  - At least **5 years of relevant professional experience** preferred
  - Experience with river health monitoring, field data collection, and environmental analysis
  - Ability to translate scientific information for community and stakeholder audiences
  - Strong interpersonal, communication, and public speaking skills
  - Demonstrated ability to work independently and manage multiple projects, budgets, and contractors.
  - Strong organizational skills and attention to detail
  - Ability to collaborate with, listen to, and empathize with diverse stakeholder groups
  - Proficiency with Microsoft 365
  - Comfortable learning and using new software and data tools
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## Preferred Qualifications

- Knowledge of Western water issues and river health concepts
- Familiarity with Yampa Valley geography and in-basin water concerns

- Experience with collaborative conservation, nonprofit organizations, or grant programs
  - Grant writing or grant administration experience
  - Event planning, outreach, or facilitation experience
  - Some experience with GIS (ESRI or similar)
  - Familiarity with river recreation issues and terminology
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## Work Environment & Conditions

- Reports to the Environmental Program Director
  - Combination of remote work, in-person, and outdoor fieldwork
  - Employee must be based in the **Yampa River Basin**
  - Occasional evening or weekend work required for meetings, field activities, and events
  - Fieldwork may involve variable weather, uneven terrain, and physically demanding conditions
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## Pay & Benefits

This is an exempt position and will be salaried. The starting annual pay range is **\$60,000-\$75,000**, commensurate with experience. Work hours will average 40 hours per week over the year; schedule will be determined with Environmental Program Director.

Benefits include a monthly health stipend, cell phone reimbursement, active health stipend, 80 hours starting accrued paid time off, 9 paid holidays, 1 paid flex holiday, 48 hours sick time, paid time off for days between Christmas and New Years Day, FMLA plan, flex time, and other perks.

**How to apply:** Applications are **due May 10, 2026**. Please send cover letter, resume, and 3 professional references to [emily@friendsoftheyampa.com](mailto:emily@friendsoftheyampa.com). Email any questions.