



Two Rivers Wildfire Coalition Program Manager

Salary Range: \$60,000-\$81,000 annually	Location: Mesa County, Colorado
Opening Date: April 1, 2025 Closing Date: April 21, 2025, 5 p.m. Mountain Start Date: Negotiable, as soon as is mutually possible.	FLSA Status Exempt; position is not eligible for overtime compensation.
Coalition Contact Information: tworiverswildfirecoalition@gmail.com P.O. Box 700; Clifton, CO. 81520 c/o Pete Firmin; (970) 852-7901	

To Apply:

Email: TRWC Voting Board TwoRiversWildfireCoalition@gmail.com

Subject Line: Program Manager – [Your Last Name]

Application Materials:

- Cover Letter describing your experience as it relates to the position, your interest in working for our organization, and how you believe your knowledge, skills, and professional attributes will make you successful in the position. Please indicate in your cover letter how you found out about this position.
- Resume
- Three references, including reference name, title, contact information, and a brief explanation of your relation to each reference.
- Please package all application materials into one single PDF.
- Optional: You may include one highly related work product that showcases an example of your skill sets, experience, etc., as it relates to this position. This can be a separate attachment or link, etc.

Interview Process:

- Candidates who proceed beyond the initial application screening will be offered a preliminary informal interview (held via online video conferencing).
- Candidates who proceed beyond the preliminary Interview will be offered the opportunity to participate in an in-person interview followed by an informal meet & greet with our team.



About Two Rivers Wildfire Coalition

Two Rivers Wildfire Coalition (TRWC) is a 501(c)(3) non-profit organization dedicated to reducing wildfire risk and enhancing community resilience in Mesa County. TRWC fosters collaboration among landowners, agencies, non-profits, and other stakeholders to advance wildfire mitigation, fuel management, and natural resource conservation. TRWC is governed by a volunteer Voting Council of seven to thirteen members, including three officers. The council meets semi-monthly to guide coalition initiatives.

Position Overview

TRWC seeks a highly motivated Program Manager to oversee and expand wildfire mitigation efforts in Mesa County. This role is responsible for managing the Neighborhood Ambassador Program and Cost-Share Mitigation Program, engaging landowners, securing funding, and coordinating multi-agency and cross-boundary mitigation efforts. The Program Manager will play a vital role in reducing wildfire risk and strengthening community resilience.

The ideal candidate is self-directed, organized, and an effective communicator with strong leadership skills. This position requires the ability to develop partnerships, manage projects, and secure grant funding to sustain TRWC's initiatives. The Program Manager is expected to work in person at least 30% of the time, including attending meetings, conducting field visits, and participating in community engagement events, with flexibility for remote work.

In addition to furthering the mission of a great non-profit, we offer:

Compensation, Benefits, and Supervision

- Annual Salary: \$60,000 - \$81,000 depending on experience.
- Benefits include a health stipend, 11 paid holidays, flexible paid time off (sick leave or annual leave), retirement contributions, and professional development.
- Reimbursement for work-related mileage.
- TRWC provides a cell phone and computer.
- This is a term position with funding secured for three years. This term may be extended or shortened based on performance and continued availability of funding.
- This position serves at the direction of the voting council



Description of Job:

Program Coordination and Project Management

TRWC focuses on three major areas: supporting wildfire professionals and practitioners, scaling nonprofit operations, and engaging private landowners through key programs. The Program Manager will.

- Lead TRWC's core programs, including the Neighborhood Ambassador and Cost-Share Mitigation Programs.
- Facilitate monthly coalition meetings to guide strategy, business administration, and partner collaboration (minimum 10 per year.)
- Promote community wildfire resilience in the wildland-urban interface through collaborative engagement.
- Coordinate cross-agency wildfire mitigation projects including at least three collaborative projects annually that leverage local agency capacities.
- Organize cost-sharing fuel reduction initiatives focused on high-risk areas per the Mesa County CWPP.
- Plan and manage mitigation projects and conduct landowner outreach, site visits, and wildfire risk assessments.
- Serves as a liaison between landowners, agency staff, and nonprofit partners.
- Track and report on project outcomes, including treated acreage (minimum of 20 acres annually), landowner participation, and mitigation effectiveness.
- Oversee slash management strategy and ensure environmentally sound disposal methods.
- Document treatment work using GIS and photo points to maintain a live, visual mitigation map.
- Utilize GIS tools for planning, data tracking, and reporting.
- Ensure compliance with grant and funding guidelines.
- Develop and maintain a digital resource library and online coordination tools.

Community Engagement and Outreach

Strong community involvement is essential to achieving TRWC's mission. The Program Manager will:

- Increase public participation in wildfire resilience by conducting educational outreach, landowner engagement, and awareness campaigns.
- Participate in at least four community-wide events annually to raise awareness of wildfire preparedness and resources.
- Lead at least four community workshops annually, focused on the Neighborhood Ambassador Program, site assessments, and mitigation best practices.
- Expand the Neighborhood Ambassador Program by equipping community leaders with tools, mentorship, and support for local mitigation initiatives.
- Present to homeowner associations (HOAs) on topics including defensible space, wildfire planning, and readiness.
- Provide professional development opportunities for local fire professionals, emergency managers, and land management staff on best practices in community wildfire mitigation.



- Strengthen outreach efforts in high-risk communities identified in the Mesa County CWPP.
- Maintain and grow TRWC's digital platforms and online resource library for easy access to educational and planning tools.
- Track and report on community engagement outcomes, including the number of landowners reached, workshops held, and site assessments conducted.

Administrative and Financial Management

Sustainable growth and operational integrity are essential to TRWC's mission. The Program Manager will:

- Develop and update an annual work plan aligned with TRWC's mission and strategic goals.
- Research, write, and administer grants to support ongoing wildfire risk reduction and organizational capacity.
 - Manage at least three active funding sources annually.
 - Cultivate relationships with public and private funding partners and donors.
 - Perform timely data entry and ensure up-to-date financial and program documentation
 - Conduct quarterly financial compliance reviews to meet funding requirements.
 - Organize and maintain accurate financial records, track expenditures, and oversee program and project budgets.
- Maintain TRWC's website to facilitate community interaction, including workshop sign-ups, risk assessment requests, and feedback submission.
- Produce and distribute a regular email newsletter to stakeholders.
- Engage local media through regular press releases and interviews to raise visibility and support.
- Maintain and organize administrative tools, including contact and committee lists, digital files, and records.
- Respond to partner inquiries and requests with professionalism and clarity.
- Coordinate logistics for meetings, travel, field visits, and other events.

Minimum Qualifications:

- Must be legally eligible to work in the United States.
- Must have reliable transportation allowing travel to project areas and community events in a variety of weather and road conditions.
- Must be able to provide a home office, with TRWC supplying a computer with applicable software, a printer, and a work phone.
- Excellent reading, writing, and oral communication skills
- Excellent communication and presentation skills, including public speaking and interviews with media.
- Commitment to serving all people in our community..
- Willingness and ability to work in-person and remotely.



Education and Experience:

- A bachelor's degree in natural resources, forestry, environmental science, non-profit management, business, or a related field is required.
- At least two years of experience managing community-based programs, conservation projects, wildfire mitigation efforts, or a related field.

Preferred Qualifications:

- Industry-specific training like Community Wildfire Mitigation Best Practice, NFPA Assessing Structural Ignition Potential, FACO Neighborhood Ambassador Training, and NWGC qualifications.
- Spanish language proficiency is desirable.
- Expertise in forestry/fuels management, wildland fire mitigation, and community risk reduction.
- Experience applying for, securing, and complying with grant awards and donations.
- Technical comfort with GIS, MS Office, Social Media, and Google Drive.
- Work independently to prioritize tasks, manage multiple projects simultaneously, and manage wildfire mitigation practices and programs.
- Strong leadership skills and an ability to work with a variety of individuals, including volunteers and career staff employed by partner agencies.
- Budget preparation, analysis, and reporting, as well as general financial management skills.

Physical & Work Conditions

- Ability to work outdoors in uneven terrain and varying weather conditions.
- Requires standing, walking, kneeling, or lifting up to 20 pounds occasionally.
- Perform sedentary work at a computer and demonstrate manual dexterity.

Important Information:

Successful completion of a background investigation is required. Should the applicant's background reveal criminal charges, it shall be the responsibility of the applicant to provide TRWC with a written/official disposition of any charges.

Two Rivers Wildfire Coalition shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status in any of its activities or operations. These activities include but are not limited to employee hiring and employment practices; selection and management of volunteers, vendors, and contractors; and dealings with the public.