

## Rocky Mountain Field Institute Job Announcement

### Position Announcement – Project Director

Position Title: Project Director

Location: Colorado Springs, CO

The Rocky Mountain Field Institute (RMFI) is a nonprofit organization whose mission is to integrate environmental stewardship, education, and research through the exemplary restoration of key natural areas. Founded in 1989, RMFI has completed dozens of trail and restoration projects throughout the Southern Rocky Mountain Region. RMFI completes a wide variety of stewardship projects including mitigating recreational impacts to fragile desert lands, restoring streams and wetlands affected by increased sediment loads from forest roads, and restoring sub-alpine and alpine lands damaged by recreation in Colorado's high country. RMFI partners with a wide array of federal, state, and local land management agencies as well as high schools, colleges, and universities from throughout the region and country. Our stewardship projects have been recognized nationally by the Forest Service as well as by the State of Colorado. It is RMFI's unique focus on environmental education through stewardship that sets us apart from other organizations. RMFI relies almost fully on volunteers and has mobilized thousands of volunteers to complete our trail and restoration projects. RMFI programs range from 1 day to 30-day overnight programs.

#### POSITION SUMMARY:

The Project Director, under the direction of the Executive Director, provides leadership, administration and management of RMFI's projects. The Project Director oversees the implementation of existing projects, assists in the development of new projects, researches and writes grant proposals to cover project costs, and hires, trains, and leads field staff on technical trail building and restoration projects. The Project Director and Executive Director work closely together to implement our environmental education programs to ensure that project goals and educational goals are achieved. Extensive time in the field will be required during our project season from Spring to Fall (3-30 days/overnights).

#### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provide strong and positive leadership, maintain the highest level of project quality, ensure project objectives are met in a safe and productive manner, and ensure that projects adhere to RMFI's mission.
- Work with the Executive Director to ensure project and program expenses fall within the approved yearly budget.
- Manage and schedule the Project Coordinator and field staff to ensure projects are adequately staffed for anticipated number of volunteers and so that safety and project objectives can be achieved.
- Oversee the Project Coordinator in the management of RMFI's warehouse and vehicles.
- Work as the senior instructional staff member in all project areas and program models including, but not limited to, instructing, project directing, staff development and training.
- Collaborate with the Executive Director on implementing an environmental curriculum as per the specifics for each program.
- Work with our land management partners to develop and plan new projects that will meet our educational and stewardship goals.
- Research and write grant proposals to cover project expenses and ensure that grant reports are thoroughly completed and turned in on-time.
- Help build and maintain a positive RMFI community and assist in promoting and conducting outreach for RMFI programs.
- Uphold and follow all policies and procedures

- Other tasks as assigned, RMFI is a small non-profit wherein all members of the staff contribute to the administrative functioning of RMFI.

#### DESIRED SKILLS AND ABILITIES:

- Self-starter who demonstrates the ability to take the initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Strong conservation ethic and belief in RMFI's mission. Familiarity with our core project areas is helpful.
- Ability to prioritize and work on multiple projects simultaneously.
- Ability to present your ideas clearly and effectively through oral and written communication.
- Proven grant writing skills with a record of success.
- Ability to respectfully work with a variety of volunteers and students of varying ages and abilities to effectively accomplish project goals. Excellent people skills a must!
- Ability to work safely in sometimes stressful conditions. Extended stays in the field of up to 30-days is required. Must have Wilderness First Responder certification or be willing to acquire before employment.

#### EDUCATION AND WORK EXPERIENCE:

- Master's degree (preferred) or BA/BS in Environmental Science, Natural Resource Management, Geography, or related field.
- 2-3 years experience leading volunteer trail and/or restoration stewardship projects.
- 1-2 years experience teaching a natural science curriculum to varying age groups ( K-12, College, Adult) is desired and can be in combination with above stewardship experience.
- Wilderness expeditionary experience (OB, NOLS multi-day course or equivalent) or extensive outdoor experience is desired.
- Management experience is preferred.

#### PHYSICAL REQUIREMENTS:

- Ability to participate in vigorous physical activity for extended periods of time at altitudes up to 14,000 ft.
- Ability to lift and move a minimum of 40 pounds.

#### WORK SCHEDULE:

This is a full-time salaried position in Colorado Springs, Colorado. In order to manage RMFI's warehouse and program activities effectively, travel, field work, and evening and weekend work is required. Must have a valid driver's license.

#### SALARY:

\$28,000 to \$35,000+ benefits DOE.

#### HOW TO APPLY:

To apply, please submit a cover letter and resume to:  
Eric Billmeyer, Executive Director  
Rocky Mountain Field Institute  
3310 W. Colorado Ave  
Colorado Springs, CO 80904  
Ph.719-471-7736 Fx.719-622-6707

For more information about RMFI, please see our website: [www.rmfi.org](http://www.rmfi.org).