



# HIGH LINE CANAL

## CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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### ~Position Posting~

March 2018

**Position:** Program, Special Projects and Grants Manager  
**Reports to:** Executive Director  
**Compensation:** Commensurate with experience. Includes a competitive benefit package with medical, dental, 401k match, life and disability insurance.

This is a full-time position. Occasional weekend, early morning and evening work may be required. Work requires some physical exertion such as walking, standing and lifting.

#### **High Line Canal Conservancy**

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The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at [www.highlinecanal.org](http://www.highlinecanal.org).

#### **Position Summary**

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This position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region's largest and most unique recreational and ecological assets. The Program, Special Projects and Grants Manager will oversee the coordination and management of a small, but growing suite of programs and special projects. The position includes planning, organizing, staffing, leading, implementing, tracking and evaluating a wide range of programmatic initiatives. In addition, in support of the Development Staff, this position will be responsible for research, planning, writing and monitoring grants. The position works with and reports to the Executive Director.

This position description in no way states or implies that these are the only duties to be performed by the Program Manager.

#### **Program/Project Management and Planning**

The position supports the Conservancy's development and implementation of programs and special projects, which includes partnering with governmental entities, agencies and nonprofits to enhance and protect the Canal with a focus on collective impact. Under direction of the Executive Director, this position will coordinate and manage the HLCC's growing suite of programs for the public, including, but not limited to walking programs, educational and stewardship programs. As part of the program planning, the position will be responsible for developing and managing a grant program that supports the HLCC program and projects plans.

***Develop, manage and evaluate programs and special projects***

- ❖ Develop an evaluation (litmus test) framework to assess the relevant value and strengths of proposed and existing programs and projects while identifying areas for improvement
- ❖ Evaluate and plan the delivery of programs, projects, and related activities in accordance with the mission and the goals of the organization
- ❖ Define scope and a detailed work plans identifying and sequencing the activities needed for completion
- ❖ Oversee implementation of programs and projects according to the plan
- ❖ Write reports on the programs and projects for management and funders
- ❖ Monitor the program and project activities on a regular basis and conduct an annual evaluation according to the program evaluation framework

***Sampling of programs and special projects***

- Environmental education program coordination
- Walking programs, tours and activations along the Canal
- Coordination of a partnership for Summer 2018 Canal Bioblitz
- Support Director of Communications and Marketing in development of a Canal Map and Guide
- Manage the development of content for interpretive signage
- Support and manage our role with the Botanical Inventory, a partnership with Denver Botanic Gardens
- Support Fall 2018 Dine on the High Line special event

**Grants Management**

Identify and align potential support from government agencies, foundations, and corporations to meet the financial and operational needs of the organization. Including:

- Manage and support requirements and implementation of existing and new grants
- Develop processes and strategies to optimize the grants administration process
- Perform relevant research to identify available grant opportunities and evaluate the results
- Grant writing
- Ensure relevant staff are informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process
- Provide detailed reports to the funders and the Board of Directors with respect to the organization's progress toward grant deliverables



## QUALIFICATIONS:

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following knowledge, experience, skills and abilities:

### Knowledge and Experience

- 3+ years relevant work experience.
- Experience working with volunteers, non-profits, and community-based organizations.
- Bachelor's degree or higher strongly desired.
- Significant experience with Microsoft Office Word, Excel, PowerPoint and Outlook
- Desired experience or knowledge in the areas of grant writing, planning, program or project management, open space, trails, conservation, non-profits, government, fundraising and/or marketing a plus.

### Abilities and Personal Characteristics

- Demonstrates understanding of and commitment to the long-term mission and value of the Conservancy
- Curious, engaged and passionate: monitors demographic and economic trends, funder and stakeholder interests, and innovative efforts to create community value
- Networks and develops professional relationships to fully engage with partners and community
- Adaptability: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Strong communication and demonstrated writing/research skills: ability to confidently speak in public, listen and write in a clear, thorough and timely manner
- Creativity/Innovation: open to new approaches and comfortable in a "start-up"/entrepreneurial culture
- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records
- Self-motivated and highly organized with a tremendous attention to detail and an ability to multi-task

### Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as one pdf attachment to [employment@highlinecanal.org](mailto:employment@highlinecanal.org). No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

### **Application Deadline: Open until filled.**

*The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, and age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all*



*employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

