



RMFI
ROCKY MOUNTAIN FIELD INSTITUTE

RMFI PROGRAM MANAGER

Ideal Candidate Profile

RMFI is dedicated to public lands stewardship in Southern Colorado through volunteer-based trail and restoration projects, environmental education, and restoration research.

RMFI has an excellent reputation in the region for completing high-quality trail and restoration projects. To that end, our Program Manager is the person working diligently, often behind the scenes, to ensure this quality is upheld through adequate field staff hiring and training, program/project implementation, effective communication, and documentation.

We are a small team, and the Program Manager will have the opportunity to dive into and learn about all aspects of the organization. As a result, this position requires someone who jumps in wherever needed and gets things done, someone who is proactive and can work with little direction. This is an exciting position for someone who wants to build a career in nonprofit environmental stewardship and natural resource management, and gain an understanding of how to do this work effectively.

The person who will best succeed in this role:

- **Really, truly enjoys supporting others** - which means working alongside the team and doing your part to continually move the organization forward.
- **Feels a real sense of ownership** to get things done as a partner to the team - this person sees it as their responsibility to get a yes, using creative ideas, making mundane tasks into a game to keep them focused on the goal.
- **Is a process thinker** with an eye toward constant improvement - this is a person who is always wondering how to make everyday things work more effectively, from their own grocery shopping and meal planning, to rethinking how to get the most of a spreadsheet.

A few other qualities we're looking for include:

- **A problem-solver at heart.** This person loves working entrepreneurial or small start-up environments, where not everything is figured out, and you have to be creative with resources. They see gaps or unmet needs quickly, and almost automatically come up with ideas to fix those things (and often just run with them!).
- **Organized.** This person LOVES handling details and multiple projects running in parallel, methodically working through checklists (and creating them as well). This is the kind of person who might color-code their calendar or create a spreadsheet to plan a trip.
- **A thinker.** This person uses time and care to plan and predict what the team will need.
- **Authentic enthusiasm.** This person doesn't have to be the life of the party, but is excited to get to know everyone at the party. His or her interest and empathy are genuine, and about building relationships.