

## **JOB DESCRIPTION**

### **Drought Advisors Project Manager**

#### **I. GENERAL INFORMATION:**

**DIVISION:** RMFU

**REPORTS TO:** Harrison Topp, or Successor

**DATE WRITTEN:** February 2022

**DATE REVISED:**

#### **II. PURPOSE OF POSITION:**

This position will manage tasks, deliverables, and reporting associated with the CWCB Drought Advisors Capacity and Research Project Work Plan, or as directed by Harrison Topp, or his successor. Duties will include building the capacity of the drought advisors' program; funding internal and external projects seeking to increase drought readiness and adaptivity for CO Producers; compiling drought vulnerability research to help assist agencies quantifying drought emergencies; and working with RMFU staff and other project collaborators to ensure grant and reporting tasks are accomplished. Additional tasks may arise as need and funding opportunities avail themselves. This position is based on grant funds, ending on Nov 29, 2024. Position extension contingent on additional funds.

#### **III. ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. The Project Manager will lead the Drought Advisor organization through capacity building stages as they grow and promote the project.
2. The Project Manager will facilitate the Drought Advisor network, which involves members from RMFU, CSU, CO Ag Water Alliance, the Ditch and Reservoir Company Alliance, and others. Duties will be to schedule and facilitate meetings, maintain buy-in among partners, manage tasks, ensure timely communication among producers and Drought Advisors. Additionally, Project Manager will actively recruit feedback from the Drought Advisors network, to ensure we're headed in the right direction and periodically report back on progress of project deliverables.
3. The Project Manager will work closely with the above listed parties when developing outreach materials, protocols, and requirements for producers for receiving funds. Project Manager will incorporate feedback and guidance from Drought Advisors on the direction of the program.
4. The Project Manager will coordinate with Drought Advisors Partners to ensure website and shared folders and kept up-to-date and relevant.
5. The Project Manager will increase awareness of Drought Advisors and drought planning opportunities through various communications, including social media outlets, promotional flyers, and a website. The website is housed by CSU and so requires communication and collaboration with CSU partners as well as adherence to CSU regulations. The project manager will interact with Drought Stakeholders and share resources on these platforms, facilitate the content through the Drought Advisors network, keep track of data, and provide reports on communications for the Drought Advisor group.
6. The Project Manager will assist as needed to help facilitate the connection between appropriate Drought Advisor(s) and producer(s). This assistance can be in the form of intake calls or visits, coordinating times, and being the frontline communication to provide rapid response times and follow up to producers.

7. The Project Manager will oversee payments to grower applicants for funding and facilitate the assemblage of measurable reports based on surveys and feedback forms.
8. The Project Manager will work with the Drought Advisors team to synthesize research that has or is currently being conducted about drought vulnerability and economic loss to inform drought designations and drought policy on the state level, and coordinate on future research proposals.
9. Project manager will keep accurate records of the projects and will coordinate with all stakeholders, group members, producers, and grant manager.
10. Project manager along with Rocky Mountain Farmers Union (RMFU) staff will provide grant management to keep the budget, expenses, and tasks on schedule and within reason, and ensure reports are written and delivered on time to grantor.

**Additional tasks as program develops including:**

1. Grant writing and management
2. Ongoing support to the Drought Advisors teams including new initiatives or project adaptations.

**V. SUPERVISORY DUTIES:**

There are currently no Supervisory responsibilities of this role.

**VI. POSITION QUALIFICATIONS:**

**Knowledge, Skills and Abilities**

- Excellent written and verbal communication skills
- Excellent organizing and prioritizing skills
- Excellent problem solving and decision-making skills
- Ability to respond and adapt to changing environment
- Ability to use general office equipment
- Demonstrated knowledge of social media platforms and online communication.
- Expertise developing content (text, image and video) for multiple social media platforms and websites.
- Ability to collect, synthesize, and present research and data.
- Well-honed communication and organizational skills.
- Strong interpersonal skills, with the ability to work with diverse constituencies, including directly with farmers, ranchers, agricultural workers and their families.
- Able to excel working independently, as well as collaboratively.

**Education**

- College degree preferred.

**Experience**

- Experience with multiple social media platforms
- Experience with grant writing and tracking a plus.
- Agricultural family background or experience living or working in a rural, agricultural community would be beneficial.

**VII. WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

- Requires the extensive use of arms, hands, and fingers

- Frequently required to sit for extended periods of time, reach with arms and hands, talk, see, and hear

**VIII. Compensation**

- This is a .75 FTE salaried position with Benefits
- The annual pay salary for this position will be \$37,440