Springs Stewardship Institute

414 N. Humphreys St, Flagstaff AZ 86001
928.440.3191

Program Manager

Status: Full time (starting from 32 hours per week), or part time considered

Location: Flagstaff, AZ (with potential travel across the western U.S. and occasional remote work flexibility)

Position Description

The Springs Stewardship Institute (SSI) is seeking a highly organized, motivated, and experienced Program Manager to support and guide the day-to-day operations of a growing nonprofit organization focused on the conservation and scientific understanding of spring ecosystems.

This position is central to SSI's continued growth and effectiveness. The Program Manager will work closely with the Director to oversee program implementation, manage organizational operations, support financial decision-making, and ensure projects are executed efficiently and on time. The ideal candidate has experience with high-level management in the nonprofit sector, can think strategically while managing details, and is comfortable balancing multiple responsibilities across programs, staff, and partnerships.

SSI is a 501(c)(3) nonprofit dedicated to improving scientific understanding and stewardship of spring ecosystems. Our work spans research, data management, field-based conservation, and collaboration with partners across the United States and internationally. More information is available at SpringStewardshipInstitute.org.

Primary Responsibilities

- Oversee day-to-day operations of SSI programs, ensuring alignment with organizational priorities and capacity
- Support project planning, coordination, and tracking across multiple concurrent grants and agreements
- Assist with financial management, including budgeting, tracking expenditures, and supporting hiring decisions based on organizational capacity
- Coordinate with project managers, data technicians, and contractors to ensure timely completion of deliverables
- Support grant management, including reporting, billing, compliance, and coordination with partners and funders
- Assist with development of proposals, budgets, and strategic funding opportunities
- Help refine internal systems, workflows, and organizational structure to improve efficiency and reduce overlap
- Serve as a key point of communication across staff, leadership, and external partners
- Support organizational planning, including staffing, program growth, and long-term strategy

- Manage staff hiring processes and execute basic HR duties, including standardized onboarding, regular staff reviews, and ongoing review and updating of the staff handbook
- Draft, review, and approve agreements with partners, contractors, and funders
- Contribute to SSI's external presence through coordination of communications, partnerships, and outreach efforts
- Other administrative, operational, and programmatic tasks as needed

Education and Experience

- Bachelor's degree required; advanced degree in public administration, business, or a related field preferred
- Minimum 3–5 years of experience in nonprofit management, program management, or a related leadership role
- Experience managing budgets, grants, and organizational operations
- Familiarity with environmental or natural resource work preferred but not required
- Experience working with interdisciplinary teams and external partners

Abilities, Skills, and Knowledge

- Strong organizational and project management skills, with the ability to manage multiple priorities simultaneously
- Ability to think strategically while maintaining attention to detail
- Clear and effective written and verbal communication skills
- Financial management experience supporting budgeting and operational decisions
- Ability to work independently and take initiative while also working collaboratively in a small team
- Experience improving systems, workflows, or organizational processes
- Passion for conservation, science, and mission-driven work

Wage and Benefits

- Starting wage: depends on experience ($30–$35 per hour)
- Sick leave (3 minutes accrued per hour worked)
- 401(k) with employer match up to 5%, beginning after 3 months of employment
- Paid time off (full time employees only, 3 minutes accrued per hour worked)
- $400 monthly health care stipend (full time employees only)
- 11 paid holidays (full time employees only)
- Opportunities for professional growth and leadership within a growing organization

How to Apply

Please email a cover letter and resume (PDF format) to Joseph@Springstewardship.org. The position is open until filled, with priority review beginning August 3, 2026. Anticipated start date: September–October 2026. Employment is contingent on completing a background check and verifying eligibility for employment in the United States.

SSI is an equal opportunity employer. Candidates of all ages, ethnicities, religious backgrounds, and genders are encouraged to apply.