



COCO

Resilient Ecosystems. Thriving Communities.

POSITION ANNOUNCEMENT Partnership Specialist

PAY RANGE

\$35.00 - \$45.00 per hour / 40 hours per week (\$ 72,800– \$ 93,600 annual salary equivalent) DOE

WORK LOCATION

Within the United States. This is a remote work opportunity; however, office space is available every day in Denver, Colorado, if the incumbent is in Colorado. This position will require travel within the United States.

Open until filled.

At [Coalitions and Collaboratives](#), we offer meaningful and impactful work and the following benefits:

- 12 Paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Health Insurance
- Flexible work schedule and remote work options
- Career advancement and professional development opportunities

JOB SUMMARY

As a Partnership Specialist, you will play a pivotal role in designing, implementing, and evaluating innovative programs that support organizations, agencies, and collaboratives that work across the country on conservation and climate resilience initiatives, especially those focused on building wildfire resilience. This position reports directly to the Chief Operations Officer (COO) and plays a critical role in supporting the highest level of COCO leadership, including serving as liaison to the COCO Board of Directors. The position supports overall organizational operations and advances collaboration around building forest and watershed health and wildfire resilience. This includes engaging with nonprofits, government agencies, tribal governments, and local, state, and national collaborative organizations to promote effective, community-centered conservation efforts and serving as a representative of COCO on national and regional networks and working groups.

CORE RESPONSIBILITIES

COCO Executive Leadership Support

- Serve as a liaison to the COCO Board of Directors: Schedule meetings, prepare agendas, gather financial and programmatic reports, take notes, and provide logistics support for the board

meetings

- Support COCO's CEO and COO on special projects on an as-needed basis

Program Design, Development, and Delivery

- **Partnership Building:** Identify appropriate new individuals and organizations to engage and work closely with the COCO team and work with existing partners to design a comprehensive program that is inclusive, scalable, and responsive to the diverse needs of communities & organizations across the US.
- **Stakeholder Engagement:** Develop and coordinate stakeholder and partner working groups to inform program development and design. Communicate directly with national, state, and local partners and leadership to co-develop strategies, tactics, and solutions.
- **Goal Setting:** Develop short and long-range goals, objectives, priorities, and recommendations to guide the program's direction and impact.
- **Fundraising:** Develop and submit proposals and corresponding administrative paperwork to secure funding for projects, ensuring the sustainability and growth of the program.
- **Direct Support:**
 - Identify the motivations, knowledge gaps, and information and training needs of collaborative groups to provide them with the support that they need most.
 - Provide training, education, and related outreach and engagement strategies, processes, and products that contribute to the success of collaborative efforts.
 - Provide direct support to COCO affiliates, grant awardees, and partner organizations, connecting communities to resources, funding opportunities, and providing technical assistance.
 - Facilitate nascent collaborative building meetings and strategic planning efforts
- **Key Programs:** Lead and/or support key programs such as the launching of the Central Colorado Forest Collaborative and the re-envisioning of COCO's Affiliate Collective. Providing tailored support to organizations operating under COCO's Affiliate Collective, including the Purgatoire Watershed Partnership, Arkansas River Watershed Coalition, and Clear Creek and Forest Health Partnership, is a key component of this position, as is onboarding and supporting new COCO affiliates into the future

Program Evaluation and Adaptive Management

- **Reporting:** Regularly report program progress and results, managing outcomes tracking to ensure accountability and transparency.
- **Evaluation:** Monitor and evaluate the effectiveness of programs, making data-driven recommendations for continuous improvement and adaptation.

WORKING ENVIRONMENT

- Work is performed in a hybrid in-person and remote office setting.
- Work with frequent interruptions.
- May be required to work evenings and occasional weekends and travel across the U.S.
- 80% office, 20% field visits, meetings, and events.
- Travel to and from Colorado sites (Front Range) will be necessary at least 6 times per year. National travel may be required based on mutually agreed upon schedules.

QUALIFICATIONS AND EXPERIENCE

- At a minimum, we require applicants to have a bachelor's degree in conservation social science/ human dimensions, natural resource management, forestry, watershed science, or another related subject, AND at least 4 years of relevant professional experience; or an appropriate combination of education and work experience to demonstrate the ability to perform this work. A Master's Degree in a relevant subject can substitute for up to 2 years of the 4 years of required professional experience.
- Successful experience in natural resources, collaborative conservation, forest management, post-wildfire recovery and restoration, fire adaptation, and/or a related field.
- Organizational and project management experience.
- Experience working on complex projects under tight deadlines.
- Proven track record in stakeholder engagement, partnership building, and collaborative decision-making.
- Strong project management skills with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal, with the ability to effectively engage with diverse stakeholders and audiences.
- Facilitation and/or trainer experience
- Experience in fundraising, grant writing, and proposal development.
- Proficient in the use of common office-based software, tools, and techniques.
- Ability to work independently and as part of a dynamic team in a fast-paced environment.
- A valid unrestricted driver's license (for travel to and from project sites)

EEO Statement

COCO is an equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.

We are committed to adhering to our Diversity, Equity, Inclusion, and Justice Policy. To learn more, please visit: <https://co-co.org/wp-content/uploads/2021/12/DEIJ-Statement.pdf>

TO APPLY

Interested individuals should submit the following (in PDF format):

1. Letter of Application. No more than three pages. Include statements describing your specific knowledge, skills, and experience as they relate to this position (PDF file).
2. CV or Resume. Should be a maximum of three pages and include at least three professional references (PDF file).
3. Examples of prior work products, including but not limited to maps, research, reports, presentations, and tools.

Please send application materials via email only, with the subject line in the following format: "Last Name_ Partnership Specialist". Email application materials to Esther.Duke@co-co.org. No phone calls, please.

*Interviews for high-ranking applicants will be scheduled on an individual basis.
This position is open until filled.*