



GENESSEE

Job Opening – Open Space Manager

The Genesee Foundation, a self-managed homeowners' association, in the foothills of Jefferson County, Colorado, is seeking a dynamic, personable, self-motivated, action oriented Open Space Manager.

The Open Space Manager is responsible for managing 1200 acres of open space (land owned by Genesee Foundation) for the benefit and enjoyment of Genesee residents along with stewarding the land to provide for a healthy and sustainable ecosystem. Genesee sits in one of the highest risk wildfire areas of the country and has been actively mitigating that risk for decades. Genesee was recently recognized for its 24-year participation (2026) in the Firewise Community program. The Open Space Manager is the key person responsible for promoting a healthy forest ecosystem and reducing the community's risk from wildfire.

The Open Space Manager reports to the Community Manager and leads 2 full-time staff and 3-4 seasonal staff members while fulfilling the following responsibilities:

General Responsibilities & Essential Job Functions

Program Leadership & Strategic Planning

- Plan, budget, and implement comprehensive Open Space management programs, subject to Board approval, including:
 - Forest management & wildfire mitigation
 - Trail system management
 - Erosion control
 - Insect and disease management
 - Noxious and invasive weed management
- Manage the current Open Space program while identifying opportunities for future growth, innovation, and long-term sustainability.
- Develop and oversee both short- and long-term strategic goals for Genesee Open Space.
- Lead annual Firewise® program and community recertification efforts.

Natural Resource Management

- Oversee forest health, vegetation management, and ecosystem restoration activities.
- Identify and manage noxious and invasive weed populations.
- Maintain and improve Genesee's trail system.
- Regularly advise homeowners on Open Space, environmental, and natural resource issues.

Community Relations & Public Outreach

- Build positive working relationships with residents by educating, collaborating, and resolving concerns regarding Open Space and ecosystem issues that arise.
- Provide expertise and staff support to the Fire & Safety Committee and Open Space Committee.
- Present to the Board of Directors, committees, and residents on Open Space initiatives and related topics.
- Communicate regularly with residents through newsletters, presentations, and other educational materials.

Grants, Contracts & Administration

- Research, apply for, and administer grant funding opportunities.
- Maintain existing grants.
- Prepare and submit grant reimbursement requests on behalf of residents.
- Develop Requests for Proposals (RFPs) and negotiate contracts with vendors and service providers.
- Prepare written reports and communicate verbally and in writing with the Board of Directors and committees as requested.
- Serve as the primary liaison with local, state, and federal agencies.

Technology & GIS

- Utilize ESRI software, including ArcGIS Pro and ArcGIS Field Maps to:
 - Conduct natural resource inventories
 - Produce grant-required mapping
 - Create presentation and planning maps
 - Support Open Space management and decision-making



Personnel & Volunteer Management

- Recruit, hire, train, and supervise full-time & seasonal Open Space staff.
- Coordinate and supervise volunteer projects and stewardship activities.

Equipment Operation & Field Work

- Operate & train staff to operate trucks, tractors, skid steers, chippers, chainsaws and other equipment safely
- Tow and maneuver trailers including hitching and unhitching equipment.
- Work independently with minimal supervision.
- Perform physically demanding work, including:
 - Hiking over rugged terrain in all weather conditions
 - Standing and walking for extended periods
 - Lifting and moving heavy objects

Departmental Support

- Assist the Maintenance Department as needed, including after-hours snow plowing and emergency snow response as required. These are considered overtime and double-time hourly assignments.

Working Conditions

Expect to work 50% in an office environment and 50% in the field. Generally, more time is spent in the field during the summer season.

Material and equipment directly used: All hand tools, chainsaw, chemicals, backpack sprayer, landscape equipment, personal computer, compass, tractor, grapple, PTO winch, dump trailer, clinometer, BAF prism, forest inventory tools. Working environment: Office, computer, shop, all tools and on-site business vehicle provided. Work indoors and outdoors in all weather conditions. Work is hands on and involves heavy lifting and endurance.

Preferred Job Qualifications

- Experience with forest management and restoration planning & execution
- Fire mitigation background and experience
- Prior experience working with volunteers or committees or in a customer service environment
- Demonstrated communication skills, including grant writing
- Ability to identify Colorado native and non-native plant species
- Experience with restoration techniques along with forest, wildlife and weed management
- Experience with natural resource surveys, data collection, reporting, monitoring, etc.
- Effective communicator orally and written
- Ability and desire to work with a variety of people and personalities in order to create positive relationships
- History of supervising and training a crew
- Proficient GIS skills
- Ability to explain forest management and conservation practices to technical and non-technical audiences
- Knowledge of current trends and practices in conservation, land management, and climate change adaptation
- Experience with prescribed fire, invasive species control, and recreational/trail management
- Experience in western United States forest management techniques in the following areas: silviculture; harvesting systems; forest management planning; wildfire hazard mitigation; forest insect and disease detection, prevention, and suppression; urban and community forestry; outreach and education.
- Experience with contracts, agreements, and grant management
- Basic field forestry experience (cruising, prescription development, timber marking, timber sale and/or contract administration)
- Demonstrated skills in writing forest management plans and administration, and budget preparation and administration.



Required Job Qualifications:

- A college degree in forestry or related natural resources degree
- A minimum of 5 years of professional forestry and/or natural resource experience.
- Colorado Driver's license. Out of state must obtain within 30 days
- Clean motor vehicle record
- The selected candidate will be subject to a pre-employment criminal background check and drug test.

Job Type: Full-Time, 40 hours per week. On-site.

Application Deadline: September 15, 2026 or until position is filled

To apply, please send resume with cover letter to: OpenSpace@GeneseeFoundation.org

Compensation: Salary and benefits commensurate with experience. Salary range \$85,000-100,000

Benefits: Full-time employees are eligible for the medical, dental and vision plans after 3 months of employment. After one year, employees are eligible for a simplified employee pension plan with a 5% company match. Full-time employees receive a PTO & Sick Time accrual plan.

THE GENESEE FOUNDATION PROHIBITS UNLAWFUL DISCRIMINATION OR HARASSMENT AND IS AN EQUAL OPPORTUNITY EMPLOYER.