

# Program Manager – Development Services

Protecting people, property, and our environment through preservation, mitigation, and education.

## About the Position:

The Mile High Flood District (MHFD) is seeking a full-time, exempt Program Manager to support the Development Services Team. This role provides leadership and oversight for our growing Development Services initiative, delivering a broad range of professional functions that include establishing core service line functions and processes, leading annual work and resource planning, developing partnerships, overseeing design and construction agreements, and managing complex projects.

This position plays a key role in shaping and advancing Development Services at a regional level by collaborating closely with local government partners as well as state and federal agencies. Working in partnership with the Development Services leadership team, this position helps drive policy development and informed decision-making to establish a sustainable, scalable framework that effectively supports partner needs and emerging opportunities.

## Duties and Responsibilities:

- Establishes and leads periodic meetings with local governments to align Development Service partnership vision, planning, project and stream management needs for their areas.
- Plans, coordinates, and manages development improvement projects, including the management of project consultant and contractors.
- Negotiates and develops Development Improvement agreements.
- Coordinates and serves as primary point of contact for multi-disciplinary teams, consolidating comments into clear actions, managing schedules, risks and ensuring timely decision making.
- Fosters and maintains strong and collaborative partnerships between developers, consultants, contractors, local, state, and federal government officials to help identify new opportunities, areas of shared alignment, and continued learning and growth.
- Assists leadership in the preparation of service line and project work plans and budgets.
- Helps develop and build upon project management processes, protocols, and best practices for Development Services and Development Improvement Projects.
- Engages with state and federal regulatory agencies to guide policy development and practical application.
- Works closely with the MHFD leadership and staff to build a scalable, sustainable approach to delivering Development Services.
- Work closely with MHFD leadership to meet and/or exceed Development Service needs, expectations and goals. Help develop reporting framework for Development Services that ensures consistent and

timely reporting on financials, deliverables, and other relevant information to MHFD leadership and partners.

- Provides supervision, mentors staff and models a solutions-oriented, collaborative culture that emphasizes safety, accountability, transparency and respect. Ensure Development Services team is sufficiently knowledgeable and supported to deliver excellent customer service to the Development Service partners.

### Minimum Qualifications:

- Bachelor's Degree in Civil Engineering, Urban Planning, Construction Management, Landscape Architecture, Public Administration, Environmental Sciences, or related field.
- A minimum of eleven (11) years of progressively responsible experience in program or project management, development services, capital improvement projects, or closely related fields.
- Experience working with local, state or federal regulatory agencies, including navigating regulatory frameworks and supporting policy development or implementation.
- Experience managing consultants and contractors, including contract negotiation, scope development, and performance oversight.
- Professional certifications such as PMP, Colorado PE, AICP or similar credentials are desired but not mandatory.

### Physical Requirements:

- Ability to work in a standard office environment, including extended periods of sitting, standing and computer use.
- Ability to attend meetings at partner agencies, project sites, and community locations, which may require driving and walking between facilities.
- Ability to conduct occasional field visits to development or infrastructure project sites, which may involve walking on uneven terrain, climbing stairs, or standing for extended periods.
- Ability to work occasional evenings or weekends for public meetings, partner coordination, or project needs.

### Key Competencies:

- **Land Development Process Expertise** - Demonstrates deep understanding of the land development lifecycle, including entitlement, permitting, inspection, and long-term implementation considerations.
- **Technical Foundations in Water Resources & Floodplain Management** - Working knowledge of hydrology, hydraulics, drainage, and floodplain management principles to inform sound decisions and recommendations.
- **Execution & Delivery** - Translates goals into coordinated action and sustains momentum across competing priorities.
- **Strategic Thinking** - Ability to understand complex systems, anticipate downstream impacts, and align work with long-term organizational goals.
- **Engineering & Construction Insight** - Possesses practical understanding of engineering design, construction practices, project oversight, and maintenance considerations to support effective project delivery.
- **Relationship Building & Influence** - Develops and maintains productive, trust-based relationships and effectively influences outcomes across diverse stakeholders.

- **Adaptive Problem Solving** - Approaches challenges analytically and creatively; adjusts strategies in response to changing conditions or new information.
- **Financial & Organizational Insight** - Understands how decisions affect resources, capacity, and organizational sustainability.
- **Values Alignment and People Leadership** - Operates with transparency, respect, and accountability; models behaviors and mentors others to reinforce organizational values, culture, and shared expectations.
- **Regulatory & Policy Expertise** - Navigates regulatory frameworks and works with state and federal agencies to support effective policy application.

### Availability and Salary:

- Starting salary range: \$135,000 - \$165,000 (Compensation will commensurate with experience)
- Application Period: Posted March 16, 2026 and open until April 02, 2026

### To Apply:

Send submittal to Amelia Deleon, Human Resources Director, [adeleon@mhfd.org](mailto:adeleon@mhfd.org)

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**MHFD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**

## MHFD - Applicant Questions Attachment

### Position: Program Manager

Candidates,

As part of your application, we'd like to get to know you beyond your resume. Please take a moment to respond to the following questions either in your cover letter or as an attachment. Your answers will help us better understand your motivations, values, and how you approach your work. We're not looking for perfection—just authenticity, thoughtfulness, and a glimpse into what makes you a great fit for this role and the MHFD team.

Please select and respond to **three** of the questions below (max **300–500 words each**). When possible, use specific examples and include your role, stakeholders involved, and outcomes.

1. Describe a time you helped build or mature a service line/program (or comparable initiative) from “growing” to **scalable and sustainable**. What did you put in place (governance, processes, staffing model, metrics, partner touchpoints), and what outcomes improved as a result?
2. Give an example of how you led (or co-led) an annual **work plan and resource/budget planning cycle**. How did you prioritize requests, balance capacity with partner needs, and communicate tradeoffs to leadership and partners?
3. Share an example of when you engaged with **state or federal regulatory agencies** to guide policy development and practical implementation. What was the regulatory challenge, what approach did you take to influence outcomes, and how did you translate policy into workable guidance or procedures?
4. This position supervises and ensures the team is supported to deliver excellent customer service. Share an example where you led a team through growth or change while reinforcing a culture of **safety, accountability, transparency, and respect**. What specific leadership practices did you use (coaching, feedback loops, expectations, training), and what changed?
5. Tell us about a time you led a development project that advanced practice in stream/stormwater/floodplain management (innovation, new guidance, training/outreach). What problem were you solving and what impact did it have?