MANAGER OF ENVIRONMENTAL PROGRAMMING
POSITION DESCRIPTION

POSITION SUMMARY
The Manager of Environmental Programming is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include developing, coordinating, and implementing programming and planning initiatives that protect and enhance the environment’s built and natural resources within the region. This position is responsible for managing and overseeing the environmental program’s technical staff and deliverables and providing technical assistance to regional entities, local governments, and agency staff.

The Manager of Environmental Programming’s relationships with planning partners, funding agencies, agency leadership, and subordinates play a significant role in determining the success and sustainability of staff performance and programming. The Manager of Environmental Programming must be an effective manager of the agency’s environmental program and staff while also being intuitive to the sensitivities of Board policy, leadership priorities, and regional viewpoints.

This position reports to the Deputy Director and directly supervises two people.

AREAS OF RESPONSIBILITY & PRINCIPAL DUTIES

- Collaborates with and guides environmental staff in the development and execution of program deliverables; determines priorities for the completion and maintenance of technical reports, projects, studies, plans, and other initiatives
- Conducts research on and analyzes national, statewide, regional, and local environmental and sustainability issues; recommends appropriate courses of action and strategies to accomplish regional environmental planning goals and objectives
- Develops and monitors program budget(s) in coordination with technical staff and agency leadership
- Coordinates agency priorities and products with Deputy Director; sets program goals in support of agency plans and vision
- Delegates responsibilities, monitors productivity, and completes performance planning and evaluation of designated professional staff to ensure efficient achievement of program goals; provides constructive feedback and makes recommendations to agency leadership regarding compensation increases
- Recommends training, conferences, and professional development activities for environmental staff and approves related staff requests in accordance with agency policies and procedures
- Performs quality control of program projects, publications, plans, studies, etc. and ensures technical adequacy, quality, accuracy, and completeness
- Facilitates planning projects and public education initiatives that support air quality, clean transportation options, climate vulnerabilities, water resources, and other regional issues involving the environment, sustainability and resiliency, and natural resources in coordination with technical staff and leadership; coordinates special projects based on regional needs, emerging technologies, and federal requirements and technical opportunities
• Serves as a regional resource on best practices in environmental protection for local governments, community stakeholders, and the public; provides grant writing, training, education, and other planning and technical assistance

• Collaborates with Deputy Director and agency technical staff to integrate environmental planning considerations with the agency's community development and transportation programming; researches and plans expanded programming opportunities to stay current with the latest trends and innovations in sustainability and the environment

• Manages, identifies, and applies for grant funding to support environmental planning programs and regional sustainability initiatives

• Maintains and coordinates regional environmental data resources, tools, and platforms; assists in the production of mapping and other visualization aids

• Coordinates and facilitates meetings of stakeholders; supports and participates in internal and external environmental-related committees, subcommittees, and working groups

• Builds and maintains productive working relationships and partnerships with federal, state, local, nonprofit, and private sector representatives to collaborate, cohesively plan, and ensure the coordination of regional environmental and transportation initiatives

• Prepares administrative and technical reports, plans, correspondence, and studies as needed and makes presentations regarding program activities; responds to inquiries and technical assistance requests

POSITION QUALIFICATIONS & REQUIREMENTS

Education
A bachelor’s degree is required; a master's degree is preferred. A degree in environmental science/sustainability, urban planning, or a related discipline is desired.

Experience
This position requires a minimum of three years’ progressive management and leadership experience. Professional experience directly related to environmental science; municipal, urban, or regional planning; public engagement or education; or related fields preferred.

Knowledge, Skills, and Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Proven experience as supervisor or relevant role; ability to learn on the job, apply knowledge, and understand a variety of job duties

• Exceptional leadership qualities and critical thinking skills; demonstrated ability to inspire and motivate, foster collaboration, and stimulate effective communicate with staff

• Working knowledge of local, state, and federally funded grant opportunities and environmental programs; familiarity with environmental conditions and challenges affecting the region and industry

• Outstanding relationship-building and interpersonal skills; ability to represent the agency in a courteous, pleasant, helpful, and professional manner within various informal/formal and virtual/in-person settings with office staff, elected officials, community partners, and the public; passion for building community support

• Excellent written and verbal communication skills; thorough knowledge of proper grammar, spelling, and punctuation for the preparation of professional written reports, projects, and plans; ability to make effective presentations at meetings of governmental groups and at public events

• Exceptionally well organized and able to meet and coordinate deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision

• Strong background in research and data analysis, report development, and/or project management
• Experience with Geographic Information System (GIS) mapping technology and associated data presentation formatting through online applications
• Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
• Ability and willingness to provide, accept, and apply constructive feedback and respond positively and with an open mind
• Experience administering municipal, state, and federal funding programs
• Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator
• Creative and effective problem-solving skills; ability to gather and interpret data and information to solve practical problems
• Proactive and self-motivated; willingness and desire to improve and learn new processes
• Collaborative, flexible team player
• Detail oriented and passionate about quality
• Ability to perform on-site field work as needed
• Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
• Experience with Adobe software preferred (InDesign, Illustrator, Photoshop, etc.)
• Professional planning/related certification a plus (e.g., AICP, GISP, PTP, CEcD, PE, PG)
• Ability to maintain a remote work setting that is conducive to an effective working environment and successful time management, including technical requirements such as internet access
• A valid driver’s license, reliable method of transportation, and willingness to travel on business
COMPENSATION & BENEFITS

Financial Compensation
This position is classified within Level VII of the salary scale; starting pay is $89,871.

Medical Benefits
We recognize that the health of you and your family matters. Our agency offers industry-leading medical, dental, and vision plans designed to enhance your health and wellbeing and make it easy to take care of yourself. Every plan is 100% agency funded, keeping money in your pocket, and giving you peace of mind. Employees are eligible for medical benefits immediately upon hire.

Remote Work Opportunities
Our hybrid work schedule allows all team members to enjoy the benefits of working both in-person, where we maintain physical offices for each of our staff members, and remotely. Working remotely from your home residence provides opportunities for flexibility and improved work-life balance. Our technology accommodations allow staff to work securely from the comfort of your own home, saving both commuting time and transportation costs.

Additional Benefits and Incentives
- Industry-competitive wage structure designed to provide our employees with financial incentives to excel and thrive.
- In addition to your regular salary, we will invest an additional 9% of your gross wages into your defined contribution retirement plan with no required matching contribution.
- Annual Leave (up to 4 weeks annually). Unused time rolls over into the next calendar year.
- Sick Leave (12 days per year). Unused time rolls over into the next calendar year.
- On top of paid time off, we will annually provide an additional day to tend to general personal business.
- Agency-provided Disability & Life Insurance (up to $200,000)
- Short- and Long-Term Disability
- 15 paid holidays.
- Employee assistance program that provides consulting on problems involving family/marital relationships, finances, emotional stress, etc.
- Paid training and opportunities for tuition assistance
- Longevity pay
- Relocation assistance
- Free parking

Optional Benefits
- Deferred compensation program (457)
- Flexible medical and child-care spending accounts
- AFLAC
COMMUNITY BACKGROUND

The Tri-County Regional Planning Commission is based in Lansing, the state capital of Michigan. Located in south-central Michigan and within a two-hour drive of 90% of the state's population, the Greater Lansing area offers easy access to the Midwest—and the world—and is one of the region's most affordable places to live.

Home to nearly half a million people, the Greater Lansing area—comprised of communities within Clinton, Eaton, and Ingham counties—offers an unbeatable combination of historic small-town atmosphere and cosmopolitan sophistication. The presence of one of the nation's largest centers of learning, Michigan State University, and the nearby state capital in Lansing makes the metropolitan hub of our region as diverse as the world is large. Authentic people, inclusive communities, a variety of recreational amenities and entertainment options, and affordable urban and rural living options make the revamped American Dream a real possibility.

Minimal traffic congestion means more time doing the things you love, and a variety of transportation options – including fixed public transit services, an expansive trails network, an international airport, and a train station that connects the east side of the state all the way to Chicago – gives you the freedom to choose how you travel to neighboring communities, your work or education, getaways, and beyond.

Historically a hub for manufacturing, academia, and government, Greater Lansing has broadened its horizons and is now a leader in a wide variety of industries, including insurance, information technology, and nuclear physics. Top regional employers include the State of Michigan, Michigan State University, Sparrow Health System, General Motors, Lansing Community College, McLaren Health, Auto-Owners Insurance Group, Peckham, Jackson National Life Insurance Company, and Dart Container Corporation.

Learn more about our region and why the Greater Lansing area is an ideal location to live, work, and play at lansing501.com.

WHY TRI-COUNTY?

The Tri-County Regional Planning Commission is a public planning agency established in 1956, serving Clinton, Eaton, and Ingham counties in Mid-Michigan. We make our region a more prosperous community by planning for a strong economy, reliable transportation, and sustainable infrastructure and natural resources.

We are a team of 15, operating with a nearly $3 million budget within three programs and supporting administrative roles to serve the needs of our region’s 78 communities, including cities, villages, townships, and counties. Our core programs include: Transportation, Community Development, and Environmental. At Tri-County, you’ll experience a fast-paced and collaborative work environment, with every day bringing something different. Opportunities and support to find innovative solutions to regional problems are never in short supply. Our partnerships with organizations that share our mission in mobility, economic, and environmental issues bring ample opportunities to meet leaders in the community and work with a wide range of causes, industries, and people within various sectors, including nonprofit, private, and local, state, and federal government agencies.

Tri-County is directed by a board of 19 commissioners representing the three counties, City of Lansing, public transportation agencies, and several larger municipalities. They come together to resolve problems and guide development of the Greater Lansing area with a regional perspective, looking past county and municipal boundaries for the greatest good of our region’s people and communities.

Together, our team and Board of Commissioners work to be dedicated leaders and innovators, connecting local organizations and governments to funding, technical assistance, data resources, and opportunities to discuss trends and challenges affecting the tri-county region.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at mitcrpc.org/careers. Position is open until filled.