

Dept/Business Unit:	Job Title:
Land Use and Sustainability	Landscape Innovation Manager
Employment Status: FT or PT	Supervisor:
Full-Time	Director of Land Use & Sustainability
Location:	FLSA Status: Exempt or Non-Exempt
Detroit	Exempt
Salary Range:	Date:
\$48,000-\$55,000 based on experience	Updated 9.7.2021

JOB SUMMARY:

The Landscape Innovation Manager is a member of the Land Use and Sustainability (LUS) team of Detroit Future City (DFC) and works collaboratively with other team members to develop and execute programs that advance the mission of DFC. The LUS team partners with Detroit community leaders to transform vacant land into resilient greenspaces through training and technical assistance, facilitation of community change initiatives, and policy and practice research. The Sustainable Landscapes Manager plays a variety of roles, leading the implementation of some programs, and supporting the implementation of other programs, as assigned. The Landscape Innovation Manager collaborates effectively with external community partners and stakeholders to implement DFC programs and represents DFC to external offices in a professional manner. In addition to project development and management, this role will have a special focus on bringing technical expertise in environmental and landscape planning, design, and implementation knowledge to our initiatives. The Landscape Innovation Manager will play a key role in providing (both accessible and advanced) technical assistance, and creating community-focused educational programming, tools and resources to vacant land transformation initiatives, including neighborhood green spaces, meadows, forestry, green stormwater infrastructure projects. This role will also support vacant land, open space and resiliency research and publication work at DFC.

- KEY RESPONSIBILITIES AND DUTIES:**
- Actively participate in organization-wide and departmental planning and program development activities.
 - Collaborate effectively with LUS team members and other DFC staff to develop programmatic strategies and goals.
 - Carry out roles and assignments as needed in accordance with departmental and organizational work plans. Support other LUS team members with program implementation, as assigned.
 - Provide environmental planning, landscape design, planting, implementation and maintenance expertise to DFC's projects and partnerships, including meadow and habitat creation, green stormwater infrastructure and forestry projects and other community green space development.
 - Coordinate the Open Space Working Group
 - Plan agendas, develop programs, coordinate presentations, and communicate with members
 - Manage the implementation of programs and projects related to open space development, vacant land reuse, and reforestation, including the Elmwood Forest Pathway project and the Working with Lots Program and other projects, TBD.
 - Develop and implement a written program action plan for each program managed. Update and adjust plan as needed to achieve program objectives. Obtain supervisor approval of workplan and adjustments.
 - Communicate consistently and effectively with supervisor, team members, DFC management and external partners to ensure program success. Provide regular written updates to supervisor. Present updates internally and externally as needed.
 - Ensure that program expenses are properly documented and consistent with program budgets and DFC expenditure policies, for programs managed.
 - Manage contracts, sub-grants and procurement processes for programs managed.
 - Provide technical assistance and capacity building support to program partners when needed for program implementation.

- Maintain orderly files and program records using DFC office systems and software. Utilize DFC software programs for workflow and communication management including Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft Teams, SharePoint, and Smartsheets.
- Maintain and build partnerships with community organizations, city agencies and other external stakeholders as needed for program implementation.
- Conduct regular site visits, provide technical assistance and capacity building support to partners to ensure program success.
- Provide support to the Land and Water Works program and with the development of new programming focused on capacity and network building of Detroit community leaders involved in resiliency and vacant land transformation efforts.
- Support research projects and related deliverables, including but not limited to, best practices research and literature review, presentation creation, report writing, spatial mapping.
- Support communication and community engagement efforts in collaboration with team members.
- Maintain current knowledge of Land Use and Sustainability practices and trends and actively seek professional development opportunities.
- Follow all DFC policies and procedures as defined in the Employee Handbook and other policy documents.
- Other related duties as assigned

JOB QUALIFICATIONS:

EDUCATION / TRAINING:

- Bachelor's degree or higher in Landscape Architecture; Environmental Science/Planning, Urban Design, or related field.

SKILLS AND CHARACTERISTICS:

- Expertise in landscape design and construction
- Expertise on plant species, planting techniques and landscape maintenance
- Strong graphic communication skills, including proficiency in Adobe Indesign, Photoshop, and Illustrator, AutoCAD and ArcGIS.
- Proficiency in Microsoft suite of programs (Word, Excel, PowerPoint, Outlook) and SmartSheets software
- Effective at building strong partnerships and collaborations with a variety of stakeholder groups and community leaders
- Experienced in community engagement within low-income communities of color
- Ability to work independently and carry out assignments with limited supervision
- Excellent project management skills and experience with strategic program development
- Excellent verbal and written communication skills, experience with research writing
- Detail oriented and efficient
- Collaborative team player
- Knowledge of current trends and best practices in green stormwater infrastructure, vacant land reuse and urban sustainability and resiliency locally, nationally, and globally
- Knowledgeable about the economic and social conditions in legacy cities such as Detroit.
- Passionate about Detroit and the mission of Detroit Future City.

CERTIFICATIONS / LICENSES: None Required, RLA encouraged

YEARS EXPERIENCE: Minimum 3 years related work experience, 5 years preferred

SPECIAL CONSIDERATIONS:

TRAVEL REQUIRED : Local travel required, minimal out of area travel.

WORK HOURS : 40/week, occasional evening or weekend meetings

PHYSICAL REQUIREMENTS : Some activities require employee to work outdoors. Some job duties require employee to bend, stoop, reach, stand or walk for extended periods.