

DETROIT FUTURE CITY™ JOB DESCRIPTION

Dept/Business Unit:	Job Title:
Land Use and Sustainability (LUS)	LUS Project 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:
\$55,000-\$65,000 based on experience	Updated 5.20.2022

JOB SUMMARY:

The LUS Project 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 support the creation of resilient green spaces within their communities. The Project Manager will provide technical assistance to community-based organizations and create community-focused educational programming, tools, and resources for green space projects including neighborhood pocket parks, meadows, forestry-based projects, green stormwater infrastructure and other types of open space. This role will have a special focus on bringing technical expertise in environmental and landscape planning, design, and implementation knowledge to DFC initiatives. This role will also support vacant land, open space and climate resiliency research and publication work at DFC.

KEY RESPONSIBILITIES AND DUTIES:

- Provide technical expertise related to ecological, environmental and general landscape design, construction and maintenance to DFC's projects and partnerships, including meadow and habitat creation, green stormwater infrastructure and forestry projects and other community green space development.
- Produce digital graphics, including landscape plans and renderings.
- Manipulate and update large data sets and create detailed maps.
- Manage the implementation of programs and projects related to open space development and vacant land reuse, including the Working with Lots Program, planning for a neighborhood green loop, forestry initiatives and others.
 - 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.
- Support the development of new programming focused on mitigation of climate change impacts facing Detroiters through land-based practice and other community 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.

- 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.
- 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 Ecology or Environmental Science, Environmental Engineering, Environmental Planning, Landscape Architecture, Urban Design, or related field.

SKILLS AND CHARACTERISTICS:

- Knowledge of best practices in urban sustainability and climate resiliency, with a specific focus on a land-based practice(s)
- Experience in landscape design and planning, ideally with a focus on aspects of ecological and climate resilient design. Knowledge of and interest in plant species suitable for Detroit's climate, installation, and maintenance techniques
- Strong graphic communication skills, including proficiency in Adobe InDesign, Photoshop, and Illustrator
- Proficiency using AutoCAD to create landscape design plan sets to scale and for construction desired
- Proficiency in using ArcGIS to manipulate large data sets and create detailed maps desired
- Proficiency in Microsoft suite of programs (Word, Excel, PowerPoint, Outlook) and Smartsheet software
- Effective at building strong partnerships and communicating with a variety of stakeholder groups and community leaders
- Experience working in low-income communities of color and understanding of issues related to systemic racism and inequities. Knowledgeable about the economic and social conditions in legacy cities such as Detroit
- 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
- Passionate about Detroit and the mission of Detroit Future City

CERTIFICATIONS / LICENSES: None Required, RLA or AICP encouraged

YEARS EXPERIENCE: Minimum 3 years related work experience

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.

WORK LOCATION: Employee may work a schedule with a mix of work-from-home and in-office time. The position will require some in-person meetings, events and site visits.

COMPENSATION & BENEFITS

- Competitive salary commensurate with education and experience
- Medical, dental, vision, life/AD&D insurance plans, and long-term disability
- 401k Savings Plan with a match
- 20 PTO days per year
- 15 paid holidays per year
- Summer Half-Day Fridays

To apply, complete the form here: <https://app.smartsheet.com/b/form/cebe1b190b4845cddb45dc44805ec575>

Deadline to apply is June 20, 2022