



TITLE: Green Infrastructure Initiative Project Manager

FLSA: Exempt

REPORTS TO: President of the West Michigan Strategic Alliance
and the Green Infrastructure Leadership Council

UPDATED: November 2009

POSITION SUMMARY

West Michigan Strategic Alliance (WMSA) and its Green Infrastructure Leadership Council (GILC) has launched the next phase of a region-wide effort to effectively identify, protect, and manage our region's green infrastructure assets. Transforming regional vision into local action, "The Green Infrastructure Initiative" employs tools and strategies developed by WMSA's Green Infrastructure Leadership Council to help local communities make positive land-use decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)

- Manage all aspects of the WMSA Green Infrastructure Initiative
- Develop, coordinate, and provide a single point of accountability for the implementation of the Green Infrastructure Leadership Council's Strategic Plan and all other aspects of the initiative
- Directly manage outreach to units of government and other partners within the WMSA policy region
- Track and facilitate communication among the multi-layered efforts of the partner organizations including the GILC quarterly e-newsletter
- Develop and maintain an evaluation process that tracks best practices, resource protection efforts and measurable quality improvements
- Identify new potential partners including local governments, nonprofit organizations, private sector entities, etc. within the WMSA policy region
- Work with partners to refine the *Natural Connections* map incorporating input from the local units of government regarding their plans and priorities
- Create and update a dynamic system – the Green Infrastructure "Toolshed" – that enables partner organizations and other users to locate specific tools to help conserve the region's green infrastructure
- Identify and pursue sources of funding from private, public and institutional sources

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

EMPLOYMENT QUALIFICATIONS

Education: This position requires a Bachelors Degree. A Masters Degree is preferred.

Experience: A minimum of three to five years of related experience in Green Infrastructure, Conservation, or Land Use Planning.

Other 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Strong personal relations skills to effectively deal with WMSA staff, Leadership Council members, partner organizations, and members of the public
- Strong organizational skills, demonstrated project management experience, proven time management and delegation skills a must
- Demonstrated leadership capabilities: The ability to develop collaborations, work with multiple partners including political leaders, promote successful sensitive approaches to politically delicate situations, and communicate a regional vision
- Self-motivated with the ability to work unsupervised, maintain and control workload, and be self-directed
- Ability to effectively present information and respond to questions from Leadership Council members, WMSA Board of Directors and senior executives, partner organizations, and the general public
- Strong written and oral communication capabilities, including public speaking and media/press releases
- Workshop, forum, and/or conference development experience ideal
- Working knowledge of Microsoft Word, Excel, PowerPoint, Access, Outlook, and the Internet

Work Environment/Physical Demands:

The majority of work is performed in a general office setting with no unusual environmental factors. The employee needs to be able to work in a fast-paced, time-sensitive, sometimes stressful situation, requiring excellent time management skills to complete assignments against deadlines.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

To apply for this position, please submit a cover letter, resume and salary requirements to:

By mail: West Michigan Strategic Alliance
c/o GILC Search Committee
P.O. Box 68046
Grand Rapids, MI 49516-8046

By fax: 248-779-0093

By email: president@wm-alliance.org

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