



Environmental Program Manager **Full-Time/Salaried/Exempt, Muskegon, MI**

Job Description

The West Michigan Shoreline Regional Development Commission (WMSRDC) is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana Counties.

This position reports to the Executive Director of WMSRDC and is responsible for planning work operations, organizing personnel, establishing and maintaining a program budget, and reviewing the output of environmental programs of the Commission within a five (5) county region. The Program Manager will oversee a staff of at least one part-time employee and numerous third-party contractors depending on the number and scale of current programmatic activities.

The Program Manager is responsible for the development, administration, and execution of fish and wildlife habitat restoration projects utilizing grant funding by a variety of partners such as National Oceanic Atmospheric Administration (NOAA), US Environmental Protection Agency (EPA), Michigan Environment, Great Lakes, and Energy (EGLE), and other local and regional partners. This position is responsible for implementing and executing all standard procedures and for assurance and compliance with funding agencies. These job duties include reviewing and understanding grant guidance and implementing goals and objectives of grant requirements to ensure successful outcomes.

Desired Skills and Qualifications

1. Demonstrated ability with grant acquisition, including writing competitive proposals, and submitting reports, to state and federal agencies and private foundations
2. Working knowledge of Great Lakes water resources and natural resources management, restoration, and conservation principles and priorities
3. Experience and demonstrated ability with the development, planning, management, administration, and monitoring of fish and wildlife habitat restoration projects
4. Thorough knowledge of federal and state laws and regulations regarding development of Request for Proposals, competitive selection of engineering and construction firms, and oversight of contractual work and subawards with grant partners
5. Experience with reporting to grantors regarding the progress and status of grants
6. Ability to review, analyze, and interpret data, work status, and financial reports from engineering and construction contractors engaged on fish and wildlife habitat restoration projects

7. Ability to estimate, project, and forecast potential engineering and construction costs for grant proposals and ongoing projects
8. Ability to convene local, state, regional, and federal partners to advance initiatives for the common needs and long-term sustainability of water resources in the West Michigan/Lake Michigan watershed
9. Experience with public outreach and stakeholder engagement for projects related to the improvement of natural resources
10. Ability to collaborate with diverse audiences and stakeholders to ensure inclusiveness and equity in the development and implementation of grant projects and other environmental program initiatives
11. Adept at working independent, self-motivated environment with the ability to collaborate with a variety of individuals (construction crews, engineers, finance professionals, federal and state employees, elected officials etc.)
12. Proficient in the use of Office Microsoft Suite and other technology suites and software
13. Highly organized with the ability to simultaneously multi-task a variety of tasks with projects, proposals, and reports in different stages
14. Valid driver's license and ability for occasional travel

Education and Experience Requirements

Bachelor's degree in natural sources management, planning or related field and/or a minimum of seven years' experience in natural resources management, planning and development, and grants management/development, at least three of which must have been in a supervisory planning position. Strong written and verbal communication skills essential, as well as ability to work with a wide spectrum of public officials and citizens.

Available Benefits

Employee and Dependent Health, Dental, and Vision Insurance
Part-time Remote Working Opportunities
Paid Time Off and Sick Days
12.5 Paid Holidays Per Year
Dependent Care and Flexible Spending Accounts
AFLAC Short-Term Disability and other Medical Spending Accounts
Employee Sponsored Long-Term Disability and Life Insurance
457 Retirement Plans

Please send a cover letter, resume, and salary requirements to Syndi Copeland at scopeland@wmsrdc.org by Thursday, July 15, 2021.