

ENVIRONMENTAL PROGRAM MANAGER

Merrimack Valley Planning Commission (MVPC) seeks an Environmental Program Manager to provide leadership in developing and carrying out MVPC's Regional Environmental Planning Program in coordination with the policies of the Commission. This position assumes responsibility for accomplishing all Environmental Planning services and contracts; conducting independent planning research, technical writing, surveys, analyses, public presentations; managing program budget and staff; and all other related work as required to operate a successful and impactful environmental program.

Building relationships is at the core of what we do at MVPC. The Environmental Program Manager will be essential in developing a strong and robust internal team and serving the fifteen communities in MVPC's region. This will include developing work schedules and coordinating work assignments of environmental group members and other assigned staff as needed. The Environmental Program Manager will also provide professional advice to local officials, boards, and committees across the region; collaborating with local, and regional partners; and supporting state and federal policies, goals, regulations and statutory requirements.

The Environmental Program Manager will work closely with and report directly to the Executive Director. In their role, they will supervise full and part-time Environmental Program employees; participate in the hiring process and will also oversee and coordinate the work of consultants and interns.

Essential Functions:

MVPC's Environmental Program serves as a critical resource to our fifteen communities. To act in this capacity, the program staff prides itself on its dynamic and responsive approach, exercising their knowledge and skills to serve the needs of the region. The essential functions and duties of the Environmental Program Manager may change based on newly emergent priorities and needs. A list of ongoing efforts is outlined below to give a sense of the current work of the Program.

Managing local, state, and federal planning and development contracts related to wetland and water resources, stormwater (MS4), coastal resources, open space & recreation planning, emergency (disaster/health/hazard mitigation) management planning, ecosystem monitoring and restoration, climate change, resiliency, and sustainability; trail planning, brownfields assessment and remediation, Green Community/clean energy, and Municipal Vulnerability Preparedness (MVP) programs.

Through all aspects of their work, the Environmental Program Manager provides technical planning assistance to member communities, partner organizations, citizens, developers, engineers, and other interested persons regarding environmental planning and development on a variety of subjects including wetland and water resources assessment, protection, and management; stormwater management; hazard mitigation; climate change resiliency; and energy conservation. To provide this assistance, the Environmental Program Manager plays a critical role in organizing, convening, and building connections across the region to increase knowledge sharing, and advance priority actions.

In leading the Environmental Program, the Environmental Program Manager will oversee grant development, project execution, and budget management through:

- Seeking out, preparing for, securing, and administering public and private grants pursuant to the policy aims and strategic objectives of the organization, and providing similar services as requested for member communities.
- Managing all environmental planning projects and grants including written reviews and fulfillment of all contractual obligations for Federal and State agencies as well as contracts with local municipalities. This includes preparing necessary billing and reporting documents as required by the funding agencies.
- Preparing and administering the annual environmental program budget; maintaining complete records of all relevant activity and performing similar or related work as required.

As a member of the MVPC leadership team, the Environmental Program Manager will be key in coordinating efforts to shape the region's long-range planning and strategic plans. Through attending monthly Commission meetings, the Environmental Program Manager will keep MVPC's leadership informed of regional environmental planning matters and consider their recommendations in formulating and implementing policy. They will also participate in and serve on various state, regional or other committees and represent the organization on any issue as necessary.

Qualifications and Skills:

MVPC values dynamic experiences that equip our staff to best serve our diverse region. Below we outline a set of qualifications that we feel would well-position a candidate for this role, however we are open to candidates that might have a comparable set of experiences to achieve the expectations listed above.

- Master's degree in environmental science, engineering, or planning, or a related field
- Five years of progressively relevant experience in environmental planning at the state, regional or local level
- In-depth understanding of environmental science principles and practices and literacy in biology, chemistry, and mathematics
- Familiarity with relevant Massachusetts state and federal laws
- 2+ years supervisory experience

- Budget management and reporting experience
- Grant writing and administration experience
- Experience performing field research design, implementation, reporting, and communication
- Strong interpersonal skills, excellent public communication skills, and the ability to work well with any variety of public and professional groups.

Job Environment:

Work is generally performed under typical office conditions, however portions of this role may require fieldwork (sample collection, monitoring, assessment) with exposure to various weather conditions. This role will also include occasional work during evenings and/or weekend hours. Travel to meet with municipal and other federal, state, and local partners is required, therefore candidates must have a valid Driver's License. Candidates must be able to operate computer equipment, all standard office equipment, and an automobile.

Regular work hours are Monday through Friday 8 am to 4 pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee's work-life balance. MVPC currently requires three in-office days and allows employees to work remotely up to two days a week. Maintaining a remote work option is a priority for MVPC post-COVID.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal physical effort is generally required for work performed in the office. This position requires the ability to operate a keyboard as well as an automobile to perform region-wide travel for MVPC business.

Salary Range: \$80,000-\$120,000 commensurate with experience.

To Apply: Please submit a cover letter with your resume to: jobs@mvpc.org

The Merrimack Valley Planning Commission is an EEO/AA Employer

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.