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| <b>TITLE:</b>              | <b>Director of Planning</b>                                    |
| <b>TEAM:</b>               | <b>Planning</b>  |
| <b>REPORTS TO:</b>         | <b>Deputy Executive Director</b>                               |
| <b>SUPERVISES:</b>         | <b>Program and Project Managers, Planners and Coordinators</b> |
| <b>FULL OR PART TIME:</b>  | <b>FULL-TIME</b>   |
| <b>FLSA STATUS:</b>        | <b>EXEMPT</b>  |
| <b>DESIRED START DATE:</b> | <b>November 2018</b>   |

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#### **POSITION SUMMARY:**

The Director of Planning works to advance the mission of Buffalo Niagara Waterkeeper, while supporting the goals and objectives of the planning team under the direct supervision of the Deputy Executive Director. The Director of Planning is responsible for managing and maintaining the organization's portfolio of planning programs and projects including oversight of urban waterfront revitalization initiatives and other identified policy priorities. The Director of Planning works within and across a multi-disciplinary team structure, coordinates closely with fellow Directors and has direct budgetary, supervisory, and program management responsibilities. The Director will also engage with the executive management team on strategic initiatives of the organization. The ability to form, manage and leverage relationships within the external community is expected of the position.

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#### **PRIMARY RESPONSIBILITIES:**

- Oversees and manages the current and future portfolio of planning-related programs and projects for the organization, with an emphasis on urban waterfront planning and design, watershed planning, and community revitalization, including physical, human connections to water resources.
- In close coordination with the Executive Management Team, supports the organization's public environmental policy initiatives to protect freshwater resources and their surrounding ecosystems. Collaboratively manage and guide day-to-day decisions on organizational position statements, public comment letters and public policy engagement. Assist in the monitoring of Federal, State and local public policy and legislative developments affecting freshwater resources and serve as part of the internal policy and advocacy team to determine and manage appropriate engagement strategies.
- Leads the organization as a Director on the senior Management Team, participating in the implementation of the organization's vision and mission, strategic initiatives, and ensuring frequent and open communication between staff and management to align staff, programs, and projects in accordance with organizational strategic goals and initiatives.
- In collaboration with other Directors, directly oversees 2-5 cross team program/project personnel and is responsible to ensure effective program/project budget management and work force utilization.
- Engages weekly with the Executive Management Team, the Senior Management Team, the Administrative Team, and the Board of Directors, when necessary.

- Serves as a lead liaison with external partners, stakeholders, agencies or officials, as appropriate.

#### **SECONDARY RESPONSIBILITIES:**

- Collaborates on project teams as a tactical subject matter expert where needed.
- Attends external meetings and serves as organizational representative on planning or policy related matters, as needed. Includes occasional evening or weekend meetings.
- Participates in organizational fundraising, advancement activities, partnership development, business development and grant writing.
- May chair initiative teams or ad hoc working groups/teams as needed.
- Fulfills day to day management functions for direct supervisory reports.
- Assists Deputy Executive Directors or the Executive Director with organizational management and operations, as needed.
- Directly manages programs or projects, as needed.

#### **KEY STAKEHOLDERS/RELATIONSHIPS/CONNECTIONS:**

This position will frequently work with:

- **Internal:** Waterway Revitalization Team, Ecological Programs Team, Community Engagement Team, Senior Management Team, Administrative Team, Executive Management Team, and Board of Directors.
- **External:** Program and project stakeholders, volunteers, partners, agencies, officials, and the public.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Master's Degree in Planning or a planning related field preferred
- 10-15 years of practical experience in urban or waterfront revitalization planning required
- 3-5 years of personnel supervisory experience required
- Demonstrated project management experience required; use of project management software and budget management preferred
- Previous experience working with municipalities and elected officials required
- Previous experience in reviewing and working with zoning codes, comprehensive plans and other planning tools as they relate to watershed and urban planning preferred
- Proficient knowledge of Federal, State and local planning and policy tools/ processes and State and Federal legislative processes preferred
- Proficient knowledge of Microsoft Office Suite, specifically Excel and Word, and ArcGIS preferred
- Knowledge of Microsoft 365 a plus

#### **SKILLS AND ABILITIES:**

- Strong verbal and written communication skills
  - Regularly required to speak clearly, write effectively and act as an engaged listener
  - Must be comfortable with public presentations

- Excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions
- Strong personnel management skills
- Strong organizational skills
- Ability to problem solve
- Ability to work collaboratively with a range of partners including: agencies, landowners, consultants, planners, state, federal and local agencies, contractors, subcontractors, and the public.
- Demonstrate the ability to maintain a high energy level and be comfortable managing multi-faceted tasks in conjunction with day-to-day activities
- Comfort working in a nonprofit, multi-disciplinary team environment

**KEY COMPETENCIES:**

- Passion for Great Lakes and water resource protection
- Must be self-motivated, possess an adaptive skillset, and strive for continued professional development

**ENVIRONMENT AND WORKING CONDITIONS:**

The majority of the work time is conducted in an office setting, however, there are often project related field visits required. Some flexibility in schedule is required; occasional work in the evening and weekends for meetings or event participation may be required.

**COMPENSATION:**

Annual compensation range is \$56,160 - \$74,880 commensurate with experience. A robust benefits package is included with this position and the details of this package will be discussed with the final candidates.

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business need.

**METHODS OF APPLYING:**

No phone calls, please. Apply by mailing or emailing a cover letter, resume, writing sample, and other relevant materials. **Please include the position title in the subject line of the email or the cover letter, if mailed.**

Juliann Parker, Administrative Assistant  
Buffalo Niagara Waterkeeper  
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jparker@bnwaterkeeper.org

Application Deadline: **Sunday, October 14th, 2018**