



Leland Township, Michigan
Photo credit: Richard Hurd, 2019

GREAT LAKES AND ST. LAWRENCE CITIES INITIATIVE PROGRAM MANAGER POSITION

The Cities Initiative is Hiring a Program Manager

We are seeking a dynamic individual to work with our members and other communities in the region on our grant-funded programs. This position will be focused on climate adaptation and coastal resilience with the opportunity to grow into other areas as funding is secured.

The Cities Initiative has successfully secured roughly \$2 million in grants to support cities in our region in developing resilient, sustainable coasts through our Resilient Coastal Projects Initiative and is currently pursuing opportunities to fund new initiatives that align with our other strategic priorities, specifically water equity.



Cities Initiative Chair Mayor Billy McKinney
Mayors Commission on Water Equity Field Hearing, Milwaukee, WI, 2022

OUR ORGANIZATION

The Great Lakes and St. Lawrence Cities Initiative is a member-based regional non-profit that works with cities in the United States and Canada that border, or are nearby to, one of the Great Lakes or the St. Lawrence River.

We work with mayors and other local elected officials to influence policy and we work with city staff to provide support through our programs.

Our current programs focus on climate preparedness and hazard reduction for cities and towns along the coast. We will also be launching a lead-line removal support program in early 2023.

Learn more:

<https://glslcities.org/>

OUR STAFF

We are currently a staff of eight and growing. We are proud of our diverse professional representation and balanced gender identity. We are 100% remote with staff members residing in Chicago, Washington DC, Milwaukee, Montreal, and Ottawa. We are committed to expanding the diversity of our staff as we grow.

KEY POSITION DETAILS

Salary & Benefits

Starting salary of \$60,000 - \$75,000 annually depending on qualifications and experience. Benefits include a monthly stipend for healthcare, monthly contributions to a 401k retirement plan, four weeks paid vacation and twelve days paid sick leave per year.

Team

Member of the Operations/Programs team, reports to the Chief Operations and Programs Officer, who reports to the President.

Location

We are seeking a Program Manager who resides in the United States near the Great Lakes or St. Lawrence River. The position is virtual with travel in the United States and Canada expected 4-5 times per year.

Program Manager Role and Responsibilities

The Program Manager will manage and deliver the Resilient Coastal Projects Initiative, in collaboration with our technical partners, to fifty-plus communities in the United States from 2023-2025 while also working closely with the Chief Operations and Programs Officer and the Director of Development and Membership to secure additional grants to support our members.

In addition, the Program Manager will support programming at our regularly scheduled events, including the Annual General Meeting (summer) and Mid-Year Meeting (winter).

Job Duties:

- Manage, deliver, evaluate and report on the RCPI
 - Build relationships with mayors, municipal staff and regional advisors
 - Arrange meetings and coordinate support with partners and stakeholders
 - Develop and manage timelines and work plans
 - Manage the budget, including reporting requirements and reimbursements
 - Evaluate program metrics and document lessons learned, including regulatory and/or funding barriers
- Support development of new programs, which will include researching opportunities and writing grant proposals
- Support development of materials and data related to the annual report card; Annual and Mid-Year Meetings; monthly webinars; Making Waves newsletter; weekly bulletins; board meetings; and public presentations.

JOB BREAKDOWN

70% - MANAGE COASTAL RESILIENCE PROGRAM

20% - PROVIDE GENERAL PROGRAM SUPPORT

10% - DEVELOP NEW PROGRAMS

LEARN MORE ABOUT COASTAL RESILIENCE AND OUR PRIMARY FUNDING

<https://www.nfwf.org/programs/national-coastal-resilience-fund>

APPLY

What to include:

Resume

Names and contact information for 3 references.

Cover letter that addresses:

- 1) What most interests you about this position
- 2) Personal strengths you will bring to the role
- 3) Key skills or experiences from your work or life that will contribute to your success in this role

Send to:

Bridget Brown:

bridget.brown@gslscities.org

Write in the subject line, "Program Manager First and Last Name of Applicant."

Application review:

Begins February 1, 2023.

Position open until filled.

Who should apply:

We welcome applications from all individuals, including but not limited to: women; Black, Indigenous, and People of Color; members of the LGBTQ+ community; and persons with diverse abilities.

Minimum Requirements

- Bachelor's degree + 5 years of related experience or Master's degree + 2 years of related experience (may include relevant experience obtained while completing degree)
- Organized, with the ability to multi-task, prioritize and deliver on multiple demands under tight deadlines
- Sound judgement and strategic decision-making
- Effective interpersonal skills and evidence of teamwork
- Self-discipline to work at a virtual organization
- Eagerness to learn and grow from direct mentorship and professional-development opportunities
- Fluency in English

Preferred Qualifications

In addition to the minimum requirements, strong candidates will have at least 50% of the following:

- Experience in project management, program management or a related area
- Experience facilitating meetings and/or workshops with diverse partners / participants
- Experience living in or working with historically underserved neighborhoods or groups of people
- Experience working with municipalities at the staff or elected official level
- Experience tracking budgets and expenditures and writing grant progress reports
- Training or experience in sustainability, conservation, planning and/or natural sciences
- Knowledge of Great Lakes ecosystems and issues facing the region
- Knowledge of federal and state agencies and funding programs related to climate change and/or coastal resilience

A NOTE ON QUALIFICATIONS

If you are excited about the role, please apply! You may be a great fit even if you do not meet all of the listed qualifications.