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**Application deadline:** August 11, 2023

## Project Manager

### Description

The Great Lakes Commission (GLC) has an immediate opening for a highly motivated team player with experience in the field of climate resiliency to join our staff as a project manager. This position will work under the direction of the GLC leadership team to develop, coordinate, and manage GLC's climate resiliency work and related efforts. Resiliency is a priority for the GLC and a key goal of [its strategic plan](#). Since 2019, the GLC has worked with partners to develop an [Action Plan for a Resilient Great Lakes Basin](#) to build and establish regional coordination around climate resilience. This position is designed to advance GLC work on resiliency under the strategic plan, facilitate implementation of the resiliency action plan and its recommendations, and assist the GLC in coordinating and tracking regional resiliency efforts.

### Responsibilities

The project manager will serve as the GLC's primary point of contact for climate resiliency and will be responsible for developing and managing projects in support of the GLC's climate resiliency goal within its strategic plan and related work. In general, project managers are responsible for overseeing the planning, implementation, and tracking of specific projects and ensuring exceptional quality of project deliverables.

#### Specific responsibilities include:

- Coordinate and facilitate the GLC standing committee on climate resilience to help prioritize and provide input on GLC activities and work implementing the strategic plan.
- Work with the standing committee and other partners to develop and implement a [Blue Accounting](#) climate resiliency issue that collects, curates, and presents data and information to track progress in achieving regional goals for resiliency.
- Develop, plan, and facilitate meetings/workshops on resiliency to promote communication, coordination, partnerships, and technology and knowledge transfer among federal, Indigenous, state, provincial, and local partners in the public and private sectors.
- Prepare articles, memos, fact sheets, and/or briefing papers on relevant resiliency best practices, programs, policies, and approaches for various audiences.
- Work collaboratively to identify and advance tools to address specific data and information needs to support resiliency efforts, e.g., resource libraries, data products, and GIS-based tools.
- Support the GLC leadership team in advancing policy and funding priorities related to climate resiliency consistent with [GLC policy resolutions and federal advocacy efforts](#).
- Stay abreast of science, policy, programs, tools, and best practices related to climate adaptation and resiliency.
- Seek opportunities and work collaboratively with GLC staff, Commissioners, and other partners to develop new projects that advance climate resiliency in the Great Lakes basin.
- Manage projects under the guidance of the GLC leadership team, including developing work plans, budgets, timelines, and deliverables; monitoring budgets and associated expenditures; coordinating staff involvement; ensuring completion of project deliverables; preparing reports and supporting project documentation; and other associated administrative responsibilities.

## Qualifications

Ideal candidates will have a master's degree and five or more years of full-time professional experience, or a comparable combination of experience and education, and the following qualifications:

- Demonstrated knowledge and expertise related to climate adaptation and/or resiliency
- At least two years of project management experience
- Experience overseeing project teams and working with diverse stakeholder groups
- Excellent writing and verbal communication skills and the ability to communicate complex information to diverse audiences
- Strong interpersonal skills and demonstrated ability to work effectively with stakeholders from varied backgrounds, including elected officials, industry leaders, agency managers, and nonprofit organizations
- Experience using different communications platforms and tools to convey work and accomplishments
- Excellent organizational and time management skills with the ability to effectively manage multiple projects and deadlines
- Ability to work independently and as part of internal and external teams
- Self-motivated and organized with strong attention to detail
- Proficiency with Microsoft Office products
- Experience applying for and managing federal grants and contracts
- Knowledge of Great Lakes and/or water policy, issues, and programs

## Appointment

### Position Classification

The position is classified as full-time, limited term as defined by the GLC's personnel policies. The appointment term will be a minimum of two years with the potential to extend based on mutual interest and continued funding availability. The desired starting time for this position is October 2023.

### Compensation and Benefits

The starting salary range for this position is \$76,000-80,000 per year depending on education, skills and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

### Work Environment

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work is performed in the GLC's office; periodic telework may be considered. This position requires occasional travel.

## Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single PDF emailed to [vacancy@glc.org](mailto:vacancy@glc.org). Please use the subject line "Project Manager: Resiliency." All required items must be provided for an application to receive consideration. ***No phone calls, please.***

## About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at [www.glc.org](http://www.glc.org).

**Equal Opportunity Employer**

The Great Lakes Commission strives to create an inclusive, diverse, and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.