



Climate Policy Manager Job Opening

Center for Planning Excellence

Are you a driven leader in climate policy who wants to shape and enhance the quality of life in Louisiana through climate adaptation? Come work with us!

About Us:

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning services for communities, drives collaborative statewide planning initiatives, acts to set a policy agenda for building climate resilience, and guides urban, rural, and regional planning implementation in Louisiana.

Our work includes creating and enacting a broad spectrum of plans and policies at all scales, including:

- Master plans
- Plans for transportation and infrastructure needs
- Cultivating healthy community design
- Advancing and advocating for adaptation to climate change at all scales of government

We strive to bring together community members and leaders from across the state and provide guidance in the work toward a just and resilient future.

Our scope of work places CPEX on the cutting edge of climate adaptation and mitigation, resilience, and healthy community design in Louisiana.

About the Climate Policy Manager Position:

CPEX seeks a **Climate Policy Manager** to work with our team of landscape architects, community planners, geographers, environmental scientists, and policy and communication experts on researching, developing, and coordinating policies related to climate change adaptation and mitigation for the built environment. The ideal candidate will be comfortable working in a collaborative, dynamic, and fast-paced environment and seeking to lead work on climate change adaptation and mitigation at all scales of government.

- ❑ Work with the CPEX team on climate change adaptation and mitigation initiatives, including advancing recommendations from the Climate Action Plan, the Louisiana Watershed Initiative, and the Adaptive Governance Initiative.
 - ❑ Help identify and coordinate climate policy/climate adaptation projects with government or company stakeholders
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- Develop and execute activities that advocate for climate change policies among state and local level leadership.
- Develop professional relationships with state officials and agency representatives.
- Assist CPEX with building partnerships with officials, other organizations, and stakeholders around climate change action, policy issues, resilience, and adaptation at all scales.
- Collaborate and coordinate with project staff.
- Conduct policy research into issues related to resilient development and community adaptation. Identify best practices, and analyze relevant state and federal programs and policies.
- Organize and provide support for committee meetings, including agenda development, note taking, and follow ups.
- Contribute to drafting policy recommendations, white papers, and reports.
- Produce presentation materials.
- Represent CPEX in a variety of settings with elected officials, partner organizations, state agency partners, and community residents.

Other Duties:

- Assist with developing and managing committees.
- Provide planning and logistics for bringing together stakeholders and partners.
- Assist with identifying funding opportunities and help prepare project and grant proposals.
- Assist with executing the annual strategic plan.
- Assist in overall CPEX development, administrative functions, and CPEX outreach when needed.

Needed Skills:

- Excellent verbal and written communication skills.
- Able to work independently and remotely.
- Interpersonal savvy.
- Able to connect with diverse groups of people and establish trust and common ground.

Qualifications:

- Degree in public policy and administration, environmental policy, land use planning, or law.
 - Passionate and driven to make a difference around climate change mitigation, adaptation, and improving places through planning and policies.
 - Experience working with lawmakers in a bipartisan manner.
 - Experience working with diverse populations and/or underrepresented groups is a plus.
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- Will ideally have experience working in Louisiana, with state and local stakeholders. Position is based in Baton Rouge, Louisiana.

This is a full-time, salaried position with benefits in a flexible work environment. Applicants must submit a résumé along with a cover letter with the subject line “Climate Policy Manager Application.” Qualified candidates will be invited for an interview. Must be eligible to work in the U.S.

The cover letter should address the following:

1. Experience working with lawmakers on climate change issues is requested. Please explain how you qualify using examples.
2. Explain how you envision to make a difference using examples from your work or education.
3. Elaborate on what motivates you to work in this position.

Application Submission:

Please submit your completed applications to Jeannette Dubinin, Director of Resilience and Adaptation, by emailing jdubinin@cpep.org.

Diversity, Equity, and Inclusion at CPEX

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift up all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.

CPEX is a non-profit organization that coordinates urban, rural and regional planning efforts in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to individual communities that wish to create and enact master plans dealing with transportation and infrastructure needs, environmental issues, and quality design for the built environment. CPEX brings community members and leaders together and provides guidance as they work toward a shared vision for future growth and development.
