WHO WE ARE

CivicWell, formerly the Local Government Commission, is a 501(c)3 nonprofit organization supporting sustainable policies and the community leaders who implement them. It inspires, equips, connects, and cultivates leadership for local innovation and community change, especially for leaders responding to the climate crisis and its impacts on their communities.

THE COMMUNITY DESIGN TEAM

Our current program areas include Community Design, Water, Climate Change & Energy, and National Service. The Community Design Team oversees a broad portfolio of community-based planning projects, technical assistance services, and outreach, education and training to advance policies and support implementation to create sustainable communities that serve the needs of those that work and live within them. We work with local elected leaders, staff, and community-based organizations to plan for and implement changes in the built environment. We help create and sustain vital places through healthy and sustainable transportation, compact development, infill and revitalization projects, and more. We incorporate equity and resilience in all of our projects. We work in marginalized areas, partner with local groups, conduct events in multiple languages, and engage directly with a diverse range of community members and partners.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE’RE LOOKING FOR

We are seeking an experienced, dynamic and outgoing individual to manage and execute a variety of community-based planning and technical assistance projects that advance sustainable, equitable and climate-smart policies and outcomes in the built environment. The Project Manager will grow his/her/their experience as a planning and public policy professional, including working with experts, thought leaders, and subcontractors from the
nonprofit and private sector, planning and facilitating stakeholder engagements, writing for a variety of audiences, and developing both innovative and implementable strategies and recommendations for local governments, as well as practitioners and advocates across sectors and other levels of government. The Project Manager will work independently and as part of a team to demonstrate that a thoughtful and strategic interdisciplinary approach will create equitable, healthy, and sustainable communities.

WHAT YOU CAN BRING

The successful candidate will demonstrate his/her/their dedication to the complex field of community-based planning and design, with the experience and skills necessary to be an effective Project Manager. We are seeking an individual with the following key attributes and qualifications:

- At least 3 years of experience managing land use and transportation-related projects, and/or related stakeholder and community outreach and engagement projects.
- A bachelor’s or master’s degree with major course work in urban, town and regional planning, community development, environmental policy and planning, or a closely related field. (relevant work experience may be considered in place of a degree).
- American Planning Association AICP certification is a plus.
- Familiarity with California local government land use, transportation and housing planning, policy and administration.
- Highly organized with the ability to manage multiple projects and tasks simultaneously.
- Excellent written communication skills, including experience preparing succinct and polished reports to clients and funders, fact sheets, flyers and other publicity and promotional materials.
- Excellent verbal communication skills with demonstrated experience in managing relationships, facilitating meetings, engaging diverse stakeholder groups and/or community members, and preparing and delivering compelling oral and visual presentations to a variety of professional and lay audiences.
- Experience with meeting and event planning, including developing agendas, coordinating speakers, organizing logistics, and moderating panels.
- Experience with fundraising, including grant writing or sponsor recruitment.
- Familiarity with key software programs such as Microsoft Office Suite, iOS/Apple, Google Suite, MailChimp, and Survey Monkey. CRM and Project Management software experience is a plus.
OTHER ATTRIBUTES YOU CAN BRING

- Experience working with regional and state agencies and policymakers, especially in California.
- Experience working with local government elected officials and staff, especially in California.
- Experience with community outreach and organizing, especially in underserved and marginalized communities.
- Knowledge of innovative and sustainable land use and transportation policies, approaches and practices such as, Smart Growth, New Urbanism, Complete Streets, Active Transportation, Shared Mobility and Transit-oriented Development.
- Training, experience, degree or certification in meeting and charrette facilitation, marketing and communications, urban design, housing development and financing, and California Environmental Quality Act regulatory requirements.
- Fluency in oral and written Spanish and/or other non-English languages common in California.

RESPONSIBILITIES

The Project Manager will lead multiple projects in CivicWell’s growing Community Design Program portfolio, including:

- Clean Mobility Options Voucher Pilot, a program on behalf of the California Air Resources Board that funds shared mobility projects serving under-resourced and marginalized communities. CivicWell supports the program’s design, provides outreach and engagement, and provides technical assistance to help communities develop and launch zero-emission mobility projects, such as on-demand shuttles and microtransit, electric vehicle carsharing, bike-sharing, and scooter-sharing, carpooling and vanpooling, and ride-on-demand services.
- Selected local transportation and land use planning projects focused on visioning, planning and implementation of solutions for equitable and sustainable transportation, housing, downtown and neighborhood revitalization, parks, greening and placemaking
- Support to help localities, especially under-resourced and marginalized communities, develop projects and pursue funding for revitalization and resilience through CivicWell’s funding navigation program and as a technical assistance provider for the Strategic Growth Council’s Transformative Climate Communities Program.

General Project Management Responsibilities:
• **Project Management:** Oversee and coordinate the activities of specific Community Design projects and initiatives; oversee the management and implementation of project budgets, contracts, subcontracts, and grants; and manage all project deliverables, timelines, and administrative and financial responsibilities of projects.

• **Relationship Management:** Oversee, supervise, manage and motivate staff; effectively delegate tasks to staff and provide clear guidance and training as needed; work collaboratively with all members of the Community Design Team and CivicWell staff; serve as a positive culture carrier for the team, cultivate and maintain relationships with funders and project partners and stakeholders; and represent CivicWell at various meetings and workshops.

• **Program Development:** Work closely with the Program Director and Team to identify emerging trends, potential challenges, and new opportunities; lead and/or participate in program development and fundraising activities, and actively participate in project-level and organization-wide strategic planning activities.

**Project-specific Responsibilities:**

• Assist jurisdictions with management and implementation of planning projects. Prepare requests for proposals, select and oversee technical consultants to prepare local plans. Establish and facilitate advisory groups, organize and facilitate walk audits and interactive community engagement events, produce and distribute outreach materials in traditional and digital formats, and document public input for inclusion in plans.

• Respond to requests for technical assistance to local jurisdictions and community partners, with consultations and recommendations for successful project development and pursuit of funding for implementation, grant preparation support, and connection with leading subject-matter experts and resources.

• Develop and conduct interviews, calls, surveys and other tools and resources to shed light on barriers faced by local agencies and other practitioners, assess community needs and concerns, and prioritize steps and solutions to address them.

• Plan and implement virtual or in-person statewide and targeted workshops that include 20-100 participants focused on topics, trainings and technical assistance associated with Community Design projects and CivicWell strategic priorities.

• Plan and implement in-person statewide shared mobility summit in 2023 that includes 100-500 participants. Establish and facilitate advisory committee. Develop agendas and programs. Identify and coordinate with speakers, oversee outreach and registration, and manage all aspects of event planning and logistics.

• Research and prepare presentations, fact sheets, case studies, white papers, comment letters and articles highlighting best practices and project achievements that support local government sustainability initiatives and inspire local decision-makers, agencies, practitioners and advocates with ideas, examples and tools for action.
COMPENSATION & BENEFITS

This position is full-time and exempt and is located in Sacramento. The ideal candidate must have the ability to work from the office on a hybrid schedule. Occasional travel is required, typically within the state of California. The annual full-time starting salary range for this position is $62,400 - $70,000 depending on qualifications.

CivicWell’s benefits package includes:

- 100% employer-paid Medical, Dental, Long-term Disability Coverage, and Voluntary Term Life Insurance.
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- 401K retirement plan with an employer contribution, which is currently up to 4% of salary (eligible to join the first quarter after one full year of employment).
- Access to the CivicWell’s Employee Assistance Program.

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, a writing sample, and three references to hr@civicwell.org.

Candidates are requested to use the following headings and labels when submitting their application via email. References should be included directly in the email body.

- Email subject line: CD PM Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume
- Writing sample attachment: First Initial.Last Name_Sample

CivicWell is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We embrace and celebrate a diverse and culturally rich workforce, are committed to creating an inclusive environment for all employees, and welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis. The first priority deadline is May 19th, and the second priority deadline is Jun 13th.