



Local
Government
Commission

Leaders for Livable Communities

Join Us in Creating Livable Communities

We are looking for two **PROJECT MANAGERS** to join our Climate and Energy Team in Sacramento, CA.

WHO WE ARE

[Local Government Commission \(LGC\)](#) is a 501(c)3 nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. We work to build livable communities by fostering local leadership and regional collaboration, advancing policies at local and state levels, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. We believe that change is best advanced at the local level and we support those who are dedicated to improving their communities.

Our current program areas include Climate Change & Energy, Community Design, National Service, and Water. The Climate & Energy Team includes a broad portfolio of coalitions, projects, and programs focused on the multiple dimensions of climate change mitigation and adaptation – from decarbonization to wildfire resilience. We work to advance the field at-large while engaging in place-based initiatives throughout the state of California. In our mission to build livable communities and local leadership, we strive to address social inequities throughout our work and partner with community-based organizations and conduct community engagement activities in an authentic manner.

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 looking for two experienced and dynamic individuals to join the Climate & Energy team to lead the management and execution of complex projects. We are seeking a motivated and committed individual with strong communications, stakeholder engagement, and strategic planning with the ability to work both collaboratively and independently.

WHAT YOU CAN BRING

Successful candidates will demonstrate their dedication to playing a leading role in the rapidly evolving fields of climate change mitigation and/or adaptation with the experience and skills necessary to be an effective project manager. We are searching for candidates with the following key attributes and qualifications:

- At least 3 years of experience managing multiple projects with excellent organizational and time management skills.
- A bachelor's or master's degree in environmental policy, planning, or a closely related field. (relevant work experience may be considered in place of a degree on a case-by-case basis).
- Demonstrated knowledge of innovative policies, practices, and technologies related to climate change mitigation, adaptation and resilience, energy, and/or land use planning in California.

- Clear understanding of climate change mitigation and adaptation science and frameworks, and California local government planning, policy, and administrative practices.
- Working understanding of equity, environmental justice, and/or social/racial justice principles, frameworks, and practices as applied in the fields of climate change and energy.
- Excellent verbal communication skills with demonstrated experience and skills in managing relationships, facilitating meetings, engaging diverse stakeholder groups and/or community members, and preparing and delivering presentations.
- Excellent written communication skills, including experience preparing concise, comprehensive, and understandable policy memos, technical reports, community engagement plans, fact sheets, and other written materials.
- Experience with event planning, including developing agendas, coordinating with speakers, organizing logistics, and moderating panels.
- Experience with fundraising, including grant writing or sponsor recruitment.
- Experience with key software programs including Microsoft Office Suite, iOS/Apple, Google Suite, Constant Contact, MailChimp, and Survey Monkey.

RESPONSIBILITIES

The selected Project Managers will be responsible for overseeing multiple projects in LGC's growing climate change and energy portfolio, which currently includes the following key projects and programs:

- [Alliance of Regional Collaboratives for Climate Adaptation](#) (ARCCA)
- [California Adaptation Forum](#) (CAF)
- [Capital Region Climate Readiness Collaborative](#) (CRC)
- [California Energy Commission Empower Procurement Program](#)
- [Local Government Sustainable Energy Coalition](#) (LGSEC)
- [Mayors' Commission on Climate Change](#)
- [Statewide Energy Efficiency Collaborative](#) (SEEC)
- [Sustainable Energy Incubator](#)
- Fresno Community Action Plan
- Resilient San Luis Obispo

General Project Management Responsibilities:

- *Project Management:* Oversee and coordinate the activities of specific LGC climate- and energy-focused projects and initiatives; oversee the management and implementation of contracts and grants; and manage all project deliverables, timelines, and administrative and financial responsibilities of projects.
- *Program Development:* 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.
- *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 Climate & Energy Team and LGC staff; cultivate and maintain relationships with funders and project partners and stakeholders; and represent LGC at various meetings and workshops.

Project-specific Responsibilities:

- Identify priority strategies, policies, and actions to advance climate mitigation and adaptation efforts locally, regionally, and statewide by organizing and facilitating technical advisory committees, conducting research on innovative practices and new technologies, and working with local partners on place-based planning activities.
- Conduct interviews, surveys, and roundtable discussions to understand barriers that local agencies and other practitioners face, assess community needs and concerns, and collaboratively identify priority solutions to advance.
- Plan and implement statewide, regional, and local conferences, workshops, and trainings that include 20-800 participants. Establish and facilitate advisory committees, agendas and programs, marketing materials, call for session proposals, and other activities related to organizing events.
- Develop and maintain resources that support local government climate, energy, and sustainability initiatives and support local agencies and practitioners in staying informed, such as by developing legislative fact sheets, informative newsletters, resource libraries,
- Provide technical assistance for local jurisdictions and climate change practitioners, including targeted recommendations based on research and best practices, grant writing assistance, facilitated meetings with subject-matter experts, and mechanisms for information sharing.
- Analyze new and emerging policies, funding guidelines, and climate change guidance to develop comment letters that speak to LGC's priorities and principles, such as regional coordination, cross-sector collaboration, social equity and support for marginalized communities, climate-smart land use planning, and more.
- Lead or participate in regular calls and meetings with project partners to share progress reports, coordinate activities, and strategize on opportunities to respond to emerging policies and trends and evolving local needs.

COMPENSATION & BENEFITS

This position is full-time and exempt and is located in Sacramento, CA with occasional travel required, typically within the state of California. The annual full-time starting salary range for this position is **\$54,080 - \$72,000** depending on qualifications.

LGC's benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage.
- 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.
- Access to the LGC'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 Sarina Soor at ssoor@lgc.org.

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

- Email subject line: 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

These positions will remain open until filled and interviews will be conducted on a rolling basis. The first priority deadline is February 19th, and the second priority deadline is March 4th.