



Climate Change & Energy Senior Project Manager Job Description

WHO WE ARE

[Local Government Commission \(LGC\)](#) (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 technical assistance providers and advisors 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 Water, Community Design, Climate Change, Energy, and National Service. In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

WHAT WE OFFER

The LGC supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the opportunity to engage and participate in both internal and external organizational initiatives and play an important role in an organization that is positively impacting communities across California.

This position is full-time and exempt (salaried) and is located in Sacramento, CA. The annual full-time starting salary range for this position is **\$72,800 - \$83,200** 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 (eligibility starts 1 year and 1 quarter after hire date)
- Access to the LGC's Employee Assistance Program.

WHO WE'RE LOOKING FOR

We are looking for an experienced and dynamic individual to join the Climate & Energy team to lead the management and execution of complex projects and support climate and energy program operations. We are seeking a motivated and committed individual with strong leadership, development, communications, stakeholder engagement, and strategic planning skills with the ability to work both collaboratively and independently.

WHAT YOU CAN BRING

Successful candidates will be able to demonstrate their ability to play 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 leader, project manager, supervisor, and mentor. We are searching for candidates with the following key attributes and qualifications:

- At least 5 years of experience managing multiple large-scale projects including managing contracts, budgets, time tracking, reporting, and invoicing.
- 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 climate change mitigation, adaptation, resilience, and environmental justice principles, policies, planning frameworks, and practices in California.
- Commitment to creating an inclusive working environment with at least 3 years of experience supervising and mentoring multiple staff.
- Experience writing grant applications and proposals and developing budgets for projects related to climate change research and planning, local government capacity building, stakeholder engagement and education, and/or tool development.
- Experience in the development and management of large-scale events, including experience with developing agendas, speaker identification and coordination, fundraising, developing and leading advisory committees, moderating panels for in-person and virtual events, and the supervision of staff responsible for event execution and logistics.
- At least 1 year of direct experience working with local government structures, climate action planning and/or public policy, as well as experience working with California state agencies.
- Excellent organizational, time and people management skills.
- Excellent verbal communication skills with demonstrated experience in managing relationships, facilitating meetings, giving presentations, and engaging diverse stakeholder groups.
- Excellent written communication skills and experience preparing high-quality technical reports.

ESSENTIAL RESPONSIBILITIES INCLUDE

The selected Senior Project Manager will be responsible for managing multiple projects in LGC's growing climate change and energy portfolio, including the [Alliance of Regional Collaboratives for Climate Adaptation \(ARCCA\)](#), [California Climate & Energy Collaborative \(CCEC\)](#), and the [California Adaptation Forum \(CAF\)](#). They will also work with the Program Director to oversee and grow LGC's overall climate change and energy program.

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.
- *Stakeholder Management:* Cultivate and maintain relationships with funders and project partners and stakeholders; and represent LGC at various meetings and workshops.

- *Team Management:* 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 the larger LGC team.
- *Project-specific Responsibilities:*
 - Plan and implement statewide, regional, and local in-person and virtual conferences, workshops, and training that include 20-800 participants, including establishing and facilitating advisory committees, developing agendas and programs, identifying and coordinating with speakers, and managing all aspects of event planning and logistics.
 - Identify priority strategies, policies, and actions to advance climate mitigation and adaptation efforts locally, regionally, and statewide by organizing and facilitating committees and working groups, 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.
 - 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, and resource libraries
 - Provide technical assistance to local jurisdictions and climate change practitioners, including targeted recommendations based on research and best practices, grant writing assistance, facilitating meetings with subject-matter experts, and creating mechanisms for information sharing and collaboration.
 - Facilitate and participate in regular meetings with funders, project partners, and stakeholders to share progress updates, coordinate activities, and strategize on opportunities to respond to emerging policies and trends and evolving local needs.

Program Support Responsibilities

- *Program Development:* Identify emerging trends, potential challenges and new opportunities to work collaboratively with the Program Director to identify and pursue funding opportunities, including grants, RFPs, sponsorships, and fee-for-service models for existing and/or new programs.
- *Strategic Planning:* Actively participate in program-level and organization-wide strategic planning activities. Program-level strategic planning activities will include supporting the development of collective impact models, theories of change, evaluation metrics, tracking systems, and mechanisms to improve overall coordination and operations.

Team Mentorship: Provide content- and skills-based mentorship, training, and guidance to climate and energy team members. Work with the Program Director to support team members in managing and executing projects, navigating challenges, and achieving their professional development goals.

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, and three references to HR@lgc.org.

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

- Email subject line: Executive Assistant Position [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover

- Resume attachment: First Initial.Last Name_Resume

Local Government Commission 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. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

The priority deadline is to apply **July 27, 2021**; however, this position will remain open until filled, and interviews will be conducted on a rolling basis.