

Project Manager - Zoning and FBC

POSITION SUMMARY

McKenna's **Project Managers** are passionate, talented, and creative planners and designers who want to make a difference and see their work efforts result in tangible, inspirational outcomes. Our work is purposeful and impacts people by influencing the state of the environment; ultimately, we take pride in helping to improve quality of life in our great Midwestern communities. McKenna's team members enjoy the benefits of our practice, from the diversity of projects in a diverse range of communities to our fast-paced, creative, and collaborative team culture.

McKenna team-members, including **Project Managers**, inspire those around them by displaying their positive individual approaches to solving difficult problems. Our Project Managers prepare creative technically and graphically excellent work products, secure work, prepare budgets and scopes of services, preparing creative technically and graphically excellent work products, and ensuring client satisfaction. Our **Project Managers** effectively communicate expectations to McKenna team-members with whom they collaborate, as well as outside partners on our multi-firm efforts. McKenna **Project Managers** work in a hybrid schedule from our Grand Rapids, Kalamazoo, and/or Northville, Michigan offices, and bring with them five or more years of success in professional planning and/or design positions, whether municipal or private. AICP, AICP CUD, NCI, and/or other complimentary professional certifications a plus.

We are especially interested in hiring a **Project Manager** with a passion for zoning, including form-based coding. Zoning has been a core service of McKenna's, and we believe its ability to impact the shape and physical environment of communities makes it one of the most important areas of our practice.

Our **Project Managers** excel at coordinating a broad range of planning and/or design projects while collaborating with diverse communities, writing and/or producing technically rich plans and/or designs, and developing meaningful relationships with local leaders. If you enjoy a fast-paced, high opportunity, collaborative work experience, with varied and satisfying engagements that help communities in our area thrive, please review full position details at www.mcka.com/careers and send your resume in confidence with general salary expectations to the attention of Human Resources at info@mcka.com.

DUTIES

The Project Manager is committed to ensuring project success, from adopting creative approaches for solving planning and design problems, to delivering on-time, on-budget results. Specifically:

1. The core responsibility of McKenna's Project Managers is to provide on-time, on-budget planning and design work that is of the highest technical and creative quality.
2. Project Managers serve as the lead planner and/or designer on a multitude of projects and must deliver creative solutions to our clients throughout the Midwest, primarily local units of government. Projects range from providing ongoing and continuing service in the areas of zoning, master planning, economic development, and placemaking, to special projects in planning, design, economic development, community development, etc.
3. Project Managers are often responsible for leading a team of professionals, depending on the complexity of the project. Frequent collaborators are more junior planners or designers, mapping specialists, administrative staff, and graphic designers – all of whom McKenna's Project

Managers must assign work, collaborate with, communicate with effectively and frequently, and inspire.

4. Project Managers frequently deliver public presentations and facilitate public meetings, including in front of municipal boards and commissions, concerned and engaged stakeholder groups, and professional peer organizations. Most often, presentations are concerning the project(s) being managed by McKenna; other times, Project Managers will represent the firm by delivering topical and timely presentations to audiences throughout the Midwest.
5. McKenna's Project Managers are responsible for delivering graphically rich work products by directing a creative team, regardless of each Project Manager's graphic skills.
6. Project Managers are expected to build relationships with current and future McKenna clients to increase the notoriety of the Project Manager, McKenna, and our work products, as well as to generate sales leads and secure future work.
7. Project Managers develop creative, error-free, and competitive project proposals and agreements to secure work for the firm.
8. Successful McKenna Project Managers develop marketing content (white papers, social media content, eBulletins, blog posts, etc.) that establishes themselves and McKenna as thought leaders in a diverse range of community planning and design topics.

PERFORMANCE STANDARDS

Members of McKenna's professional planning and design team, including Project Managers, are evaluated on specific performance standards:

1. Ability to effectively and enthusiastically collaborate with clients and other McKenna professionals.
2. Capability to multi-task, set priorities and work under pressure.
3. Achievement of key measurable "vital signs":
 - a. Career Development.
 - b. Client Satisfaction.
 - c. Giving Back.
 - d. Innovation.
 - e. New Work.
 - f. Productivity.
 - g. Project Manager Billings.
 - h. Project Variance.

POSITION SPECIFICS

Successful Project Managers most often possess the following knowledge and skills:

1. A master's degree in planning, urban design, architecture, landscape architecture, or related field preferred.
2. Certification by the American Institute of Certified Planners (AICP and/or AICP-CUD), architect or landscape architect professional licensure, National Charrette Institute (NCI), etc.
3. Ability to respectfully supervise others on a project basis, under direction of McKenna's Leadership Team and Project Directors.

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