

## JOB DESCRIPTION



**Title:** Program Manager, senior staff

**Department:** Recreation/Trails

**Status:** Exempt

**Reports to:** Executive Director

**Work location:** FOTR headquarters in Plymouth, MI

**Annual Salary:** \$53,000 - \$65,000 depending on experience

*Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.*

*\*See the end of this job description for our Mission, Vision and Core Values that drive the core of our work.*

### **Position Background**

The Friends of the Rouge leads the Rouge River Water Trail and facilitates the Rouge River Water Trail Leadership Committee. The Program Manager (PM) serves as a primary facilitator and senior staff person for partnership-based management and stewardship in the watershed. The PM will build strong relationships with a wide range of partner organizations, businesses, and service providers, and be familiar with the history, characteristics, and key issues of the watershed. The PM will also promote and enable waterfront and watershed revitalization projects that increase habitat diversity, restore connectivity, expand public access to recreation, promote green stormwater management, and encourage sustainable development.

This position is identified as a part of the National Kidney Foundation of Michigan's (NKFM) effort to improve health, prevent chronic disease, and reduce health disparities through culturally appropriate programming. This effort is funded by the Center for Disease Control and Prevention's Division of Nutrition, Physical Activity, and Obesity (CDC DNPAO) through the national REACH initiative.

Additionally, this position is funded in part by the Ralph C. Wilson Jr. Foundation through funding that supports the Rouge Gateway Trail Connector and will support the built environment along the Rouge River Gateway and the Rouge River Water Trail.

### **DEIJ Statement**

Friends of the Rouge strives to increase diversity, equity, inclusion and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect and enhance the Rouge River watershed through education, stewardship and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

This position requires a commitment to diversity and inclusion as we work to create a comprehensive built environment of greenways and blueways that connect the diverse set of communities across Southeast Michigan.

*You are the right fit if you:*

- Are ambitious and looking to grow and create new programming.
- Are willing to work as a team member to ensure the organization is successful. We work until the work is done.
- Are from, and know, the community, and have a strong ability to build community relationships and buy-in.
- Have experience in construction or trails management, or other building project management.
- Are a strong communicator and great collaborator.
- Like to bring different ideas together and create effective systems for implementation.
- Are passionate about the work.

*Note: A science background is not required for this position.*

#### **Position Responsibilities Overview**

- Manage multiple partnerships including contractors, municipalities, funders, and other government agencies.
- Secure government, foundational, and grant funding
- Raise 100% of their programmatic dollars (this position is currently fully funded for two years).
- Strong fiscal management, including grant management and reporting.
- Oversee contractors, including ensuring they are following plans
- Facilitate collaborating partners so they stay excited, motivated, and interested in the work

#### **Job Duties & Responsibilities**

Duties for the PM shall include, but are not limited to, the following:

1. Coordinate and facilitate stakeholder meetings, including the Rouge River Water Trail Leadership Committee
  - Perform all aspects of the Trails Program management including programmatic budgeting, oversight and project management.
  - Facilitate implementation and oversight of the Rouge River Water Trail Strategic Plan and Safety Plan.
  - Create a pipeline of new projects and funding to advance the goals of the Rouge River Water Trail.
  - Work directly with any contractors or subcontractors to oversee trail-based projects including conceptual design, engineering and build.
  - Facilitate the operations and communications of the Lower Rouge River Water Trail, convene partners, identify opportunities and gaps, implement projects, and assist with promotion and marketing.
  - Collaborate with county, city, and community partners to create land-based connections to the water trail.
  - Work with stakeholders to develop and implement policies, strategies and secure funding

- Forge new relationships among recreational, business, and government partners
  - Develop and give public presentations, develop print, video and web materials in coordination with marketing staff, and identify strategic means to distribute messages
  - Act as a spokesperson with the media on FOTR Trails Programs/projects
  - Develop and track performance metrics for program evaluation and assessment
  - Coordinate staff, contractors, and interns for successful program outcomes
  - Participate in production of the water trail based website, and other traditional media and social networking outlets.
  - Work with partners and local authorities to address water quality and trail impediment issues
  - Assist in developing and implementing any needed procedures to continually improve the effectiveness of the organization as related to Recreation/Trails.
  - Participate in all paddling related events/activities including two annual paddling trips as well as numerous private paddling tours.
  - Participate in staff meetings, and other organization events and activities
2. Support and facilitate fundraising efforts, including grant writing and administration as well as attendance at fundraising or profile-raising functions
    - Lead Trails Program in researching and coordinating grant application efforts.
    - Oversee grant management of all Trails Program related grants including contracts, letters of support, issuing/writing RFP's, budgeting and reporting.
    - Plan, organize, and coordinate activities for special events.
    - Work with staff on Trails Program fundraising-related initiatives including corporate and business sponsorships, and other fiscal support opportunities.
    - Explore and respond to emerging technologies in the field.
    - Provide support to fundraising events and related activities (weekend and evening hours)
  3. Work with NKFM staff to implement active living activities and evaluation of the CDC REACH initiative
    - Participate in monthly CDC technical assistance calls and report on intermediate performance measures
    - Assist with implementation of long-term evaluation plan with the University of Michigan School of Public Health
  4. Other duties as assigned

**Required Qualifications**

- Minimum three years relevant experience
- Experience in successful grant writing
- Experience overseeing small to mid-size built environment or construction projects
- Evidence of strong relationship skills, including assertiveness, tact, and the ability to manage contractors and organize a wide variety of stakeholders.
- Exceptional written and verbal communication skills.
- Experience with Microsoft software suite (Excel, Word, and PowerPoint)
- Ability to learn new technology and explain it to others. Ability to learn, participate in, and facilitate on a virtual platform.
- Ability to foster effective working relationships within a team environment.
- Ability to work independently, manage multiple priorities, and take-action with limited resources.
- Ability to conduct research, gather data, analyze information, and prepare reports and other

materials.

- Ability to work with diverse populations and skilled at facilitating meetings that involve people with diverse views.
- Demonstrates a passion for the work and is committed and engaged
- Comfort engaging in non-motorized water recreation in open water or on a river

**Preferred Qualifications**

- Minimum five years of relevant work experience, especially in land-use planning, trails management, project management or a related field.
- Experience in successful grant writing, especially larger grants \$200,000 and larger as well as management, budgeting and reporting – especially writing/assisting in large foundation, state and federally administered funds.
- Experience with working on and leading productive teams
- Experience in researching, advocating, and educating the public on habitat restoration, green infrastructure and water quality issues
- Experience with social media, Google Suite, Zoom (or other virtual presentation platforms).
- Background with water and/or land-based trail development
- Familiarity with planning and successfully executing fundraising and donor centered events
- Ability and desire to facilitate collaborative approaches to environmental protection
- Comfort communicating with media and speaking publicly
- Experience kayaking or canoeing, and leading trips of small to midsize groups

Must be a proactive team player with excellent communication skills, able to multitask, prioritize and maintain attention to detail. This position requires excellent organizational and customer service skills. Must be willing to work a flexible schedule to accommodate evening board meetings, committee meetings, and special events which may be held during evenings and on weekends. Must have reliable transportation and maintain a valid driver's license.

**Physical Requirements**

Office work will include extended periods of time sitting while using a desktop computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over. Position requires comfort engaging in non-motorized water recreation on open water or on a river. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

**Work Environment**

This position is primarily an office position (in 2020 – 2021 expected full time at home work) with occasional outdoor work. Outdoor work occurs in all seasons. Flexible hours and work from home options are negotiable.

**Benefits**

FOTR offers a full range of employee benefits including health insurance, matching retirement contributions, paid time off, paid holidays, flex time, flexible work schedule, paid maternity and parental leave, health-based flexible spending account and childcare flexible spending account.

*Successful applicants who demonstrates positive results in job performance will be given career advancement opportunities within the organization.*

**Nondiscrimination Policy**

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

**Application Instructions**

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a cover letter indicating why you are interested in this position which describes experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name\_FOTR Program Manager\_Trails\_Application**. *Incomplete applications will not be considered.*

Mail/e-mail to: Marie McCormick, Executive Director, [mmccormick@therouge.org](mailto:mmccormick@therouge.org). Deadline for submission: **Sunday, December 6, 2020. 11:59 p.m.** Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

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*Updated: October 28, 2020*

**MISSION**

To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.

**VISION**

We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhances the quality of life in the Rouge River ecosystem.

**CORE VALUES**

***Integrity***

We ensure public trust by acting with honesty, transparency, ethicality and fiscal responsibility in all actions regarding the watershed and our community.

***Stewardship***

We commit to protecting and enhancing the watershed and improving the lives of the community through their interaction with the river. Our focus is on enhancing, monitoring and conserving the ecological health of the watershed for the benefit of all members of the community and future generations.

***Education***

We encourage protection and restoration of the Rouge River by providing opportunities that offer hands-on-immersive learning opportunities. We involve the public and promote engaged and educated stakeholders in the Rouge River watershed.

***Evidence based decision making***

We provide and utilize evidence based decision making in our promotion of Rouge River restoration and stewardship. We deliver reliable and verified information to watershed stakeholders in order to evaluate the watershed, determine priorities and prioritize restoration efforts.

***Community collaboration***

We team with individuals, businesses, government, non-profits, citizen groups, and other community organizations for the creation of a strong network of champions.

***Quality of life***

We provide communities with the ability to personally, economically, and ecologically benefit from the Rouge River by transforming how the river is perceived, accessed, and appreciated.

***Diversity-Equity-Involvement***

We strive to recruit and retain membership, leadership and staff who reflect the diversity of the communities in which we serve. We believe that the entire community benefits when everyone has equal access to information, programs, services and activities.

**Terms of Employment – At-Will Employment Status**

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.