



JOB DESCRIPTION

Title: Restoration Landscape Architect and Mentor

Department: Restoration

Status: Part-time hourly or Full-time salary position - DOE and preference of successful candidate

Reports to: Restoration Manager

Work location: FOTR headquarters in Plymouth, MI

Annual Salary: Commensurate with experience

Deadline for submission: Friday, February 11, 2022, by 11:59 p.m.

Position Background

The Restoration Landscape Architect and Mentor (LA-M) serves as advisor and mentor for Landscape Design restoration staff working to obtain full Landscape Architecture certification. The LA-M will also develop site designs and construction documents for green infrastructure projects. The LA-M assists the restoration team during the investigative, planning, site design, and permit review processes and signs off on final construction documents with oversight from the Restoration Manager.

DEIJ Statement

Friends of the Rouge seeks 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 stewardship, education, 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.

Job Duties & Responsibilities

Programmatic Coordination and Mentorship

- Serve as advisor and mentor for Landscape Design staff working to obtain Landscape Architect certification.
- Provide technical assistance, support, and training to restoration staff working to develop site designs for green infrastructure projects.
- Review and provide feedback on site assessments, rain garden designs, construction documents, and planting layouts utilizing native plants.
- Ensure site designs meet municipal code and permit requirements.
- Sign off on final construction documents.
- Prepare illustrations for projects, as needed.
- Support the development of meaningful ways to present project information in both formal and informal settings.
- Assist Restoration Manager in programmatic budgeting and project management.

Fiscal Sustainability and Fundraising

- Support FOTR staff in researching and coordinating grant application efforts, including grant writing.
- Pursue corporate sponsorships and donations with direction and oversight from Development team and Restoration Manager.

- Perform grant writing activities including narrative, budgeting, tracking, and reporting activities.
- Participate in fundraising events.
- Raise 75% of restoration programmatic dollars within 2 years of hire.

General

- Manage time effectively and efficiently; effectively prioritize tasks, attend to a broad and diverse range of activities.
- Track and report activities and time on a daily/weekly/monthly basis.
- Participate in staff meetings, and other organization events and activities.
- Assist in developing and implementing any needed procedures to continually improve the effectiveness of the organization as related to Restoration projects.
- Explore and respond to emerging technologies in the field.
- Participate in program related training as needed or as determined necessary.
- Provide additional support to other FOTR programs as appropriate.
- Other duties as assigned.

Qualifications

- Professional licensure in Landscape Architecture.
- Professional work experience as a certified landscape architect.
- Minimum of 7 years' experience in on-the-ground habitat enhancement, restoration projects, designing and installing rain gardens or native landscapes
- Knowledge and experience with municipal codes, ordinances, and permit requirements related to stormwater management and green infrastructure practices.
- Ability to prepare landscape designs (drawings, CAD, or other design software)
- Superior knowledge of their field of work, with specific attention to developing rain garden site designs and construction documents utilizing Michigan native plant species
- Knowledge, interest and experience with soil borings and soil analysis using the Unified Soil Classification System (USCS).
- Knowledge, interest, and experience with infiltration testing.
- Ability to Independently use Microsoft Office and Google Apps.
- Willingness to work a flexible schedule including occasional evenings and weekends.
- Ability to multitask, prioritize and maintain attention to detail.
- Excellent organizational and customer service skills.
- Demonstrate quality project management skills and project planning.
- Excellent oral and written communication skills.
- Highly organized, able to multitask, and attention to detail
- Experience working with diverse people in a variety of settings.
- A positive attitude and enthusiasm to function as a part of a team.
- Knowledge of standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- Ability to establish and maintain an effective and cooperative working relationship with coworkers, volunteers, members, community and corporate partners, representatives of other organizations, and other diverse stakeholders.
- Demonstrate high Emotional Intelligence (EQ).
- Must have a valid Michigan driver's license and have reliable transportation

Preferences

- Experience teaching technical information.
- Experience mentoring staff.
- Knowledge of plants native to southeast Michigan.
- Previous experience effectively managing staff.
- Capability to design gardens in CAD or other design software.
- Functional understanding of the City of Detroit Stormwater Ordinance and Fees
- Experience with federal, state, and Foundation grant programs and management.
- Grant writing - Demonstrated success with grant writing. Experience managing grants with budgets of \$250,000+
- Proficiency in Spanish and/or Arabic.

Key competencies

Fully licensed Landscape Architect (LA), ability to provide constructive feedback and advice as a mentor to educated Landscape Designers seeking full LA certification, history of planning and organization, communication, and teamwork, and analytical, problem solving, visualization, and technical skills (GI best practices, garden design, etc.)

Physical Requirements

Office work will include extended periods of time sitting while using a computer. Ability to hear and listen in English required.

Work Environment

This position is an office position paired with minimal outdoor work. Field work may involve site review of construction documents on uneven ground and steep slopes along the river in all weather conditions. Restoration and cleanup projects take place in neighborhoods and public parks across all communities in the Rouge River watershed. Must be willing to work a flexible schedule including some evenings and weekends. Dress code as described in the Employment and Policies Manual.

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 and that describes your experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name_Restoration Landscape Architect_ Application**. *Incomplete applications will not be considered.*

Mail/e-mail to: Cyndi Ross, Restoration Manager, cross@therouge.org. Deadline for submission: **Friday, February 11, 2022, by 11:59 p.m.** Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

Updated: January 14, 2022

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.