

TITLE: SENIOR PLANNING & PROJECT MANAGER

FLSA: EXEMPT

REPORTS TO: VICE PRESIDENT, BUSINESS DEVELOPMENT PROJECTS

UPDATED: FEBRUARY 2022

PAY GRADE: 5

POSITION SUMMARY

The Senior Planning & Project Manager serves as the single point of accountability for project development, approval, and successful execution. The position leads, and provides expert technical leadership for multi-faceted, complex projects from inception to design concept stage to close out. The incumbent sets strategic direction of projects develops project plans and ensures adherence to the plan. The Senior Planning & Project Manager collaborates with multiple functional areas and/or agencies, partners, communities, and various other entities; exercises judgment within generally defined practices/policies in selecting methods and techniques for obtaining results.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ✦ Assumes complete operational authority over assigned projects; independently leading the project team to ensure successful completion.
- ✦ Assembles and manages a team of internal and external professionals for successful project execution, while ensuring adherence to established administrative processes and procedures.
- ✦ Cultivates and maintains a positive working relationship with all representatives operating on the project This position requires a bachelor's degree in Business Administration, Marketing, Public Policy, Finance, or related field.t;
- ✦ Leads business partner and development meetings on all projects and serves as a liaison between all project resources.
- ✦ Develops full-scale project plans which identify key issues, problems, approaches, performance objectives, and resources required, identifies participants needed and timing to achieve timely completion.
- ✦ Manages project teams by delegating assignments, tracking outcomes, providing mentorship and technical assistance, and ensuring successful project outcomes.
- ✦ Identifies and manages project dependencies and critical path to successful completion.
- ✦ Designs research plans for data gathering and analysis, actively participates or leads in analyzing data and developing recommendations and action plans.
- ✦ Facilitate projects across multiple business unit, agency, and external partner lines, sets and manages project expectations with MEDC leadership, project team members and other key stakeholders, and facilitates information flow to hold all members to strict timing requirements to meet deadlines given.
- ✦ Facilitates information flow and holds all members to strict timing requirements to meet deadlines given; develops project documentations for leadership, team members and project client, and deliver progress reports, proposals, required documentation, and presentations when required; and plans, schedules, and tracks project timelines and deliverables.
- ✦ Engages in consistent information sharing and feedback with team members to ensure continuous improvement and use of best practices.
- ✦ Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this

position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a bachelor's degree in Business Administration, Marketing, Public Policy, Finance, or related field.

EXPERIENCE: This position requires a minimum of four to six years of related experience or training in economic development, project management or finance or accounting; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES: This position may have supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required. National Development Council's Certified Economic Development Finance Professional preferred.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to read, analyze, and interpret general business periodicals, journals, and contractual documents.
2. Demonstrated ability to provide oversight and strategic thinking of each project's mission and objective to ensure creative solutions for variables of the project to meet or exceed the stated goal.
3. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
4. Ability to define problems, collect data, establish facts and draw valid conclusions.
5. Ability to deal with a variety of abstract and concrete variables.
6. Ability to function with a keen attention to detail.
7. Ability to function with strong written and verbal communication skills.
8. Ability to establish positive business relationships with a variety of diverse people from different backgrounds.
9. Ability to function as a self-starter who is highly motivated.
10. Ability to write reports, business correspondence and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
12. Ability to multi-task and handle and prioritize multiple projects and responsibilities.
13. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The job requires travel throughout the State of Michigan.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if

sufficient to perform the duties of the job.