

Position: SPECIALIST

Grade: 3

Salary Range: \$50,000 - \$65,000

A quick description of Delta Institute

Catalyze. Disrupt. Transform. Action and impact are core to Delta as we strive to create a Great Lakes region with a healthy environment, robust economy, and vibrant communities. Delta creates programs that show how policies, ideas, and resources can be harnessed for a more sustainable and resilient region. We take a systems view on how businesses, communities, and government impact and are impacted by the environment and economy, and create comprehensive solutions that pull these pieces together. Delta is proud to have a multidisciplinary team, and we strive to attract a diversity of experiences, skillsets, and perspectives to enable us to challenge assumptions and create new approaches to long-standing problems.

Core Skillset

Specialists perform programmatic, administrative, and organizational development-related tasks. Specialists are directed in their work on a day-to-day basis but manage large projects with some guidance from directors. They serve as liaison with clients and stakeholders and are responsible for ensuring timely communication, consistent work flow, and high quality deliverables. Specialists represent the organization at public events and raise funds to support the organization.

Other core skillset attributes are:

- Work in a timely and collaborative manner on multiple deliverables with internal and external stakeholders
- Identify and lead specific organizational initiatives
- Develop new strategies that advance Delta and its mission
- Have strong analytical and problem solving skills
- Have strong written and verbal communication skills
- Have advanced knowledge of planning, environmental, economic and community development issues not only in the Great Lakes region but in the Midwest

SPECIALIST, COMMUNITIES Position Specifics

The Specialist (Communities) has planning and/or municipal management experience and understands the development process, but is also able to work in challenging venues, lending capacity to different types of stakeholders to advance tactics and strategies that result in sustainable economic development. The Specialist should have experience both planning and implementing programs with on-the-ground results. The Specialist will at times be on site, in communities, and in the field. Additionally, they should be knowledgeable of Legacy Cities' challenges and opportunities throughout the Great Lakes and Midwest.

The Specialist will bring solid planning skills to the team including an aptitude for mapping, facilitation, report writing, data analysis, and quantification; and will continue to build expertise in the team's focus areas. They should be familiar with issues such as zoning, planning processes, community and economic development, facilitation and consensus building, as well as resilience planning, economic mobility, and tactical urbanism. The Specialist should be able to conduct research, author planning documents, write proposals, speak publicly, apply critical thinking, and build relationships with partners.

CATALYZE

The Specialist should be comfortable tackling difficult land use, land management, and community challenges, often with unclear paths to success, be able to take an iterative approach, and seek long-term outcomes to larger urban and community issues. The Specialist will also need to be able to work independently with multiple types of personalities, on tight deadlines, in ambiguous and circuitous circumstances, and have an overall positive outlook on the change that can happen in the world.

The Specialist will bring robust experience to Delta while working within the team to implement a variety of projects that focus on changing how communities use their resources or manage perceived liabilities to improve local communities, environments, and economies. As part of a multidisciplinary team, a Specialist will also interface with and support other projects that require unique skills and knowledge; and, be able to translate complex ideas to a variety of audiences both internally and externally.

What you'll do:

Project Leadership

- Lead and implement projects and/or project tasks as part of a project team in communities, often liaising with municipal staff and other regional or partner organizations
- Lead creation of project exhibits and reports
- Develop work plans with tasks, timeframes, milestones, resources, and dependencies; or, when required, a hands-off approach by providing project teams with the resources they need to execute high-quality project deliverables
- Collaborate on team planning and implementation meetings
- Motivate internal and external parties to act
- Collaborate on multiple projects to ensure high-quality, on-time, and on-budget deliverables
- Manage staff, interns, and partners to complete deliverables

Discipline-Specific Roles

- Assist in the creation and refinement of decision support tools for a variety of stakeholders
- Develop and maintain key professional affiliations in support of organizational and professional development goals
- Identify and understand the primary users of products, services, and deliverables
- Maintain effective communication with clients and stakeholders managing and meeting project expectations
- Be adaptable and acknowledge that other duties will come and go; and, be willing to go the extra mile to get the job done
- Work with and manage tricky stakeholders
- Apply systems thinking to complex environmental issues.

External Affairs/Business Development

- Conceive and develop proposals, and engage team members in the development process
- Maintain and further develop peer network with both subject matter expertise and geographic contacts
- Develop and present at conferences, public meetings and webinars

What you'll have:

- Minimum of a Bachelor's degree in urban planning, environmental science, or related field. A Master's degree or equivalent experience is desired
- At least 3-5 years of overall professional experience

- Documented success leading a project with on-the-ground impacts
- Strategic thinking and excellent organizational skills, initiative, motivation, and collaborative spirit
- Ability to adapt to new technology as both a project implementation tool as well as a management reporting tool
- The ability to organize, analyze, and visualize data
- Proficiency in producing GIS-based deliverables
- Excellent verbal and written communication skills with exceptional attention to detail

Core competencies are the values and defined behaviors that we believe are central to the ability of every employee to do the work of the Delta Institute. These core competencies are a combination of knowledge, skills, and behaviors that are the mark of a good Delta employee. Core competencies are a distinguishing characteristic of Delta employees for our clients, customers, and stakeholders. They are a visible demonstration of our shared values and are evident in how we work together. Individuals can be at different levels of ability on a specific core competency, which is why we measure ability each year and provide feedback and development suggestions.

All Delta employees have these core competencies:

- Innovative and creative problem solvers
- Reliable and take pride in the quality of their work
- Adaptable and prepare for problems and opportunities in advance
- Collaborative and strongly value their working relationships

Delta offers its employees a competitive salary with a robust benefits package that includes generous vacation/sick leave, 401k, and medical, dental & vision insurance. Delta is an Equal Opportunity Employer.

Please email cover letter and resume as one PDF to: careers@delta-institute.org

Subject line: Programs Specialist Position

Application Submission Due Date: 2/17/17

No phone calls, please.