Project Manager - Zoning and FBC

MCKENNA

Join the talented team at McKenna, recently named one of Crain's Detroit Business' 2024 Best Places to Work in Southeast Michigan! McKenna's planning, design, and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement

PROJECT MANAGER/ZONING AND FBC

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

McKenna team-members inspire those around them by displaying their positive individual approaches to solving difficult problems. Our Project Managers assist Project Directors and Project Planners in producing creative work products of the highest technical and graphic excellence and are responsible for demonstrating continuous professional development. McKenna Project Managers effectively communicate work progress to McKenna Project Directors and Project Planners, whom they also support preparing for and during public meetings. McKenna Project Managers work in a hybrid schedule from our Northville, Grand Rapids, and/or Kalamazoo offices.

POSITION RESPONSIBILITIES

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. McKenna's Project Managers provides on-time, on-budget planning and design work that is of the highest technical and creative quality.

Responsibilities include, but are not limited to:

- 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.
- Lead 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.
- 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.

- Deliver graphically rich work products by directing a creative team, regardless of each Project Manager's graphic skills.
- 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.
- Develop creative, error-free, and competitive project proposals and agreements to secure work for the firm.
- 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.

REQUIRED QUALIFICATIONS

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. Three (3) to five (5) years of experience in professional planning and/or design positions, whether municipal or private.
3. AICP, NCI and/or other complimentary professional certifications a plus.
4. Ability to respectfully function as a productive and enthusiastic member of a team, under the direction of McKenna's Leadership Team, Project Directors, and Project Managers.
5. Superior communication skills supported by interpersonal connections, speaking, and writing.
6. Proficiency and experience in utilizing Microsoft Office Apps and TEAMS.

HOW TO APPLY

To apply for this position, send your resume in confidence with general salary expectations to the attention of Human Resources at **HR@mcka.com**. Please include the location to which you are applying and where you saw this posting.

MCKENNA

McKenna is an Equal Opportunity Employer and celebrates diversity, equity and inclusion and strives to create a dignified work environment where team members can thrive. Candidates with non-traditional backgrounds and transferable experience are encouraged to apply.