



HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

~Position Posting~

May 2017

Position: Planning Manager
Reports to: Director of Operations
Compensation: Commensurate with experience. Includes a competitive benefit package with medical, dental, 401k match, life and disability insurance.

Occasional weekend, early morning and evening work may be required. Work requires some physical exertion such as walking, standing and lifting.

High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

This position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region's largest and most unique recreational and ecological assets. Having completed an intensive community visioning and planning effort in 2016, the Conservancy is now entering its second phase of planning to create a framework plan that will inform how the vision can be implemented. This position will play a key role in the project management of this initiative and in the day-to-day project management of strategic governmental and private partnerships.

The Planning Manager also serves as the in-house authority on the Canal's physical features and on the diverse and intricate issues along its reach. The manager collects, synthesizes and provides technical knowledge about the Canal to the Conservancy staff and its leadership teams.

The successful candidate has experience with project management, planning, government relations, data management and GIS.

Essential Duties/Responsibilities

Framework Planning Management

- Works closely with the Executive Director, Director of Operations and the consultant to effectively manage the Framework Plan, beginning late summer 2017.
- Serves as the lead data manager for an upcoming existing conditions analysis of the Canal.
- Additional project management responsibilities will vary depending on the work and education experience of the applicant.

Leadership Team Support

- In collaboration with the Executive Director, the Planning Manager schedules meetings, outlines agendas, prepares advance meeting materials and presentations, and records and distributes the minutes for the Conservancy's different leadership and advisory committees. Committees include: High Line Canal Working Group, High Line Canal Working Group Task Team, Conservancy Planning Task Force (overseeing the next phase of framework planning), and the Development Advisory Group.
- Represents the Conservancy on planning and resource items at leadership team meetings; prepares and makes presentations, generates ideas, builds relationships, updates Conservancy staff and advances the Conservancy mission with outside organizations and projects.
- Responds to committee member and jurisdictional requests for information on the Canal, including maps, fact sheets and data analysis.
- Provides technical knowledge and support to the Executive Director and other members of the Conservancy staff on matters related to planning and to the Canal as a resource.

GIS and Canal Data Management

- Collects, creates and maintains pertinent GIS files and effectively articulates Canal analysis through reports and map production, including: recreational, environmental, socio-economic and planning-related data.
- Collects, standardizes, manages and interprets data (spatial, historic and planning related) about the Canal, including, but not limited to: a tree inventory, stormwater use, social and economic data, a conditions analysis, current and future development projects and other special data.
- Responds to data requests from the Conservancy, jurisdictions and the community.
- Reviews Conservancy documents for accuracy when relating to information about the Canal.

Other Duties/Responsibilities

- Attends and staffs Conservancy fundraising and outreach events as needed.

Qualifications

- Bachelor's degree from an accredited college or university in planning, landscape architecture, project management or a related field with five or more years of work experience.
- A master's degree in planning, landscape architecture, project management or a related field highly desired.
- Outstanding communication skills, including written and verbal communications.
- Regional planning experience and experience working with a wide variety of political entities.



- Experience working with ArcGIS desktop, ArcOnline, map production and analysis; Adobe Suite; Microsoft Office Word, Excel, PowerPoint and Outlook.
- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records.
- Self-motivated, outgoing and polished; experience and comfort with public speaking.
- Highly organized with tremendous attention to detail and an ability to multi-task.
- Willingness to pitch in on projects outside the normal scope of work.
- An interest in conservation and/or the outdoors a plus.

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as one pdf attachment to resumes@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check.

Application Deadline: June 30, 2017

