



CLIMATE POLLUTION REDUCTION GRANT MANAGER

POST DATE: September 12, 2023
HIRING RANGE: \$60,000 - \$65,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Full-time (Term limited - approximately 48 Months depending on funding availability)
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking an experienced and qualified professional for the position of Climate Pollution Reduction Grant Manager. Reporting to the Director of Research, Planning and Development, the Climate Pollution Reduction Grant Manager will be responsible for coordinating implementation of a four-year EPA Climate Pollution Reduction Grant (CPRG) awarded to CMCOG for the Columbia Metropolitan Statistical Area (a seven-county region). Grant requirements will include development and implementation of the following: a greenhouse gas emissions inventory and analysis; a quality assurance plan; a short-term priority climate action plan; a long-term comprehensive climate action plan; ongoing stakeholder engagement; and ongoing program monitoring and administration. Additional details about the grant program can be found on the EPA website (www.epa.gov/inflation-reduction-act/climate-pollution-reduction-grants). **Please note: this is a term-limited position and is expected to last approximately 48 months, with the potential for extension if additional funding is secured.**

JOB RESPONSIBILITIES:

- Responsible for all phases of CPRG project management and grant administration to include: serving as the project lead and primary point of contact; leading the effort to produce all required grant deliverables; fulfilling all reporting and monitoring; procuring consultant services; managing consultant contracts; coordinating with local, regional, and state agencies and stakeholders; and ensuring compliance with all applicable local, state, and federal regulations.
- Serve as the regional climate pollution reduction subject matter expert; performs and directs complex research tasks; develops and evaluates processes; makes recommendations for modifications to data collection methods and processes.
- Provide planning support and responds to inquiries and requests from internal and external stakeholders; prepares materials for presentations, print and web distribution to communicate technical research findings and policy recommendations to diverse audiences, including project partners and the CMCOG Board of Directors and committees.
- Coordinate and conduct workshops, webinars, and other public involvement activities to further planning initiatives.
- Lead and serve as the CMCOG liaison and representative to committees, advisory groups, federal/state/local agencies, and other community stakeholders.
- Develop innovative strategies in climate action planning and implementation.
- Perform other duties of a similar nature and level as assigned, and participates in other regional planning activities, as needed, including assistance with other environmental planning related initiatives.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in sustainability, environmental engineering, environmental sciences, environmental planning, geography, or directly related field. A Master's degree is preferred but not required.
- Four (4) to six years (6) of related professional planning experience.
- Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, will be considered.

PREFERRED QUALIFICATIONS:

- Principles and practices of sustainability and climate action planning;
- Principles and practices of project management and program administration;
- Techniques and methods for organizing, prioritizing, assigning and monitoring work;
- Principles and methods of qualitative and quantitative research;
- Principles and applications of critical thinking and analysis;
- Effective communication techniques, including writing and public presentations oriented to a variety of audiences;
- Principles and practices of group facilitation and building consensus;
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Scheduling and carrying out work assignments with limited supervision;
- Designing and implementing research analysis in the areas of regional planning and performance measurement;
- Providing consultation and serving as a program liaison and subject matter expert;
- Interpreting, monitoring and reporting financial and project-related data and information;
- Compiling and sorting data and articulating issues and recommendations;
- Authoring and preparing original reports, documents and presentations;
- Understanding and defining project needs and creating project work programs involving other staff and consultant teams;
- Exercising political acumen, tact and diplomacy;
- Interpreting and applying applicable laws, regulations and organizational policies;
- Providing excellent customer service;
- Working in a team environment and maintaining effective working relationships with other team members and planning partners.
- Creative problem-solving skills to gather relevant information to implement solutions.

This position by necessity requires demonstration of a high level of professional performance, productivity and situational awareness. Its success is measured by the successful and timely completion of assigned duties satisfying the mission and values statement of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.cmcog.org, click on “News and Events” then “Employment”. Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above. NO PHONE CALLS PLEASE.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

CMCOG is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.