

Position Description: Senior Planner / Project Manager

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Planning NEXT is a leading community visioning and planning practice located in the Short North neighborhood of Columbus, Ohio. Our tight-knit and fast-paced office is seeking a supportive and energetic team member to join our national practice. Our work is grounded in the belief that strong technical planning must be integrated with robust community engagement that brings people together to develop a shared vision for the future.

We are looking for someone passionate about making better places who is focused on positively impacting people and has the talent to make us all better

Responsibilities

The senior planner / project manager leads planning projects and other initiatives, including the following:

- Managing multifaceted community planning including client and stakeholder relationships, technical analysis, public engagement, schedules and budgets;
- Designing and leading client and committee meetings and public workshops and events, including creating activities, preparing agendas and presentations and overseeing logistics;
- Organizing, preparing written and graphic content for and finalizing planning documents and interim deliverables that are technically competent while also accessible to the intended audience(s);
- Overseeing outreach and publicity strategy for projects and managing production of materials, including the creation of print collateral and online communications tools;
- Leading selected marketing activities and tasks when needed, such as proposal development;
- Managing 1-2 staff members, including planners and/or interns, including providing quality control for their work; and
- Contributing to Planning NEXT's organizational strategy, including seeking opportunities to innovate in our approach, demonstrate thought leadership in our field (articles, conference sessions, etc.) and promote our work to prospective clients and partners.

Required:

- A strong belief in the integration of meaningful community input with community planning;
- Excellent project management capabilities;
- Strong writing and editing skills;

- An aptitude for visual/graphic presentation;
- Proficiency in MS Office software;
- Proficiency in Adobe and Creative Suite; and
- A master's degree in city planning or related field.

Desired:

- General proficiency in ArcGIS (including mapping, data management and analysis).

Experience:

- At least 7 years of post-graduate professional planning experience (this experience must be beyond any internship experience); and
- Experience must be in a professional planning role (public sector or private consulting)

For more information about Planning NEXT, visit www.planning-next.com.

If you want to join us, please email cover letter and resume to Sarah Bongiorno, sarah@planning-next.com. No phone calls please.