



Michigan Saves[®]

The Nation's First Nonprofit Green Bank

Position Description

TITLE	Environmental Program Manager
CLASSIFICATION	Full-time employment; exempt from overtime
REPORTS TO	Director of Programs

Position Overview

The environmental program manager is responsible for the execution and ongoing management of Michigan Saves' environmental programs, with primary responsibility for the Lead Poisoning Prevention Fund and the Septic Replacement Loan Program. This role oversees program planning, program management, monitoring, evaluation, reporting, partner engagement, and communications in collaboration with internal teams. The environmental program manager works with funders, contractors, government entities, financial partners, and a matrixed internal team to ensure programs are accessible, effectively administered, and aligned with Michigan Saves' mission.

Essential Duties

Program Management:

- Lead the day-to-day administration and execution of the lead and septic programs, ensuring that activities remain aligned with program requirements and organizational goals
- Utilize project management resources to organize people and activities, develop efficient workflows, and keep projects on track and on budget
- Use broad knowledge to anticipate opportunities for synergy and integration throughout project execution
- Work in concert with functional leads (e.g., marketing, outreach, customer service) to oversee workstreams and deliver assigned programs
- Coordinate program activities across internal teams and external partners to troubleshoot challenges and maintain progress toward established goals
- Develop and maintain written processes, procedures, tools, and documentation to support program efficiency and efficacy
- Manage multiple priorities and workflows, and adjust schedules or approaches as program and funding needs change
- Review program workflows, participant experiences, and stakeholder feedback to identify improvements; independently resolving issues or elevating them when necessary

Program Planning:

- Under the direction of the chief program officer (CPO) and the director of programs, define program goals and objectives, clearly articulating implementation strategies and intended outcomes
- Develop and maintain program work plans, timelines, milestones, and implementation strategies
- Work collaboratively with finance and other internal teams to develop and monitor program budgets and to understand program financial performance
- Identify and assess program risks, barriers, and emerging needs, adapting plans and communicating resource or capacity needs as appropriate
- Review funding opportunities to assess alignment with Michigan Saves' mission and programmatic priorities, and draft or review grant proposals
- With input from the CPO and the director of programs, oversee negotiations of secured grant agreements or amendments with agency representatives

Monitoring, Evaluation, and Reporting:

- Maintain and track key program performance metrics, deliverables, milestones, and outcomes, engaging functional leads to troubleshoot and adjust as needed
- Regularly review data to identify trends, challenges, outcomes, and opportunities for program improvement
- Coordinate with finance, compliance, and other functional areas to fulfill funder and organizational reporting requirements and prepare program updates for stakeholders
- Monitor program activities to ensure alignment with established requirements, policies, procedures, and funding obligations, and raise concerns when appropriate

Partner Engagement:

- Serve as the day-to-day liaison with program funders, implementation partners, and other program stakeholders
- Build and maintain relationships with local governments, public agencies, and other organizations involved in environmental health, housing, infrastructure, and community development to inform program planning
- Engage with communities and stakeholders to assess program needs, identify barriers to participation, and drive improvements in program accessibility and effectiveness
- Develop outreach strategies and coordinate with marketing and outreach teams for community meetings, workshops, informational sessions, trainings, and other activities that increase awareness of available program resources
- Represent Michigan Saves at meetings, conferences, community events, and other external engagements related to assigned programs

Communications:

- Collaborate with the Marketing and Communications team to develop clear and accurate program materials for customers, contractors, community partners, and other audiences
- Communicate program requirements and processes in a manner that is understandable and accessible to diverse audiences
- Develop and deliver presentations that demonstrate subject matter knowledge and thought leadership and promote Michigan Saves' products and value propositions

Core Competencies

- **Project management:** Organizes people and activities; structures work into an efficient workflow; anticipates opportunities for synergy and integration in project execution; demonstrates broad knowledge and perspective; utilizes project resources efficiently and effectively to keep projects on task and budget
- **Attention to detail:** Applies thoroughness in accomplishing a task through concern for all areas involved, no matter how small; monitors and checks work or information; plans and organizes time and resources efficiently
- **Written and spoken communication:** Uses writing effectively to advance Michigan Saves' mission; creates complex documents (memos, reports, strategy documents, etc.) that achieve desired results; tailors writing style to the audience and organizes and expresses complex ideas in a clear and compelling manner
- **Curiosity:** Seeks new knowledge to enhance personal and professional development; asks thoughtful and focused questions and listens sincerely to the answers; maintains a growth mindset to support the mission of Michigan Saves
- **Problem solving:** Identifies constraints and solves problems by analyzing situations and applying critical thinking to decide on courses of action; implements the solutions developed; demonstrates independent judgment and critical thinking in task execution, embodying a "think and act" mindset
- **Continuous improvement:** Actively seeks self-improvement and identifies steps toward meeting or exceeding performance expectations; develops an annual professional development plan that supports both individual growth and contributes to the organization's goals
- **Professionalism:** Demonstrates professionalism, responsiveness, and empathy when working with customers and stakeholders

Leadership Expectations

This is not a supervisory position, and no supervisory experience is required. The environmental program manager demonstrates leadership through program ownership, sound judgment, cross-functional coordination, effective communication, and accountability for results.

Qualifications

Education:

- Bachelor's degree in environmental studies, environmental science, public administration, public health, community development, nonprofit management, business administration, or a related field—or equivalent experience

Experience:

- Minimum of three to six years of experience in program management, project management, environmental programs, nonprofit work, public-sector programs, or a related field
- Experience managing multiple projects, priorities, partners, and deadlines; experience working with grant-funded or publicly funded programs is preferred
- Experience with environmental health, lead abatement, septic systems, housing, infrastructure, healthy homes, or related programs is preferred

Skills:

- Strong project and program management skills with demonstrated ability to move complex initiatives from planning through implementation and maintenance
- Strong analytical skills and attention to detail, with the ability to review program data and translate information into actionable recommendations
- Excellent interpersonal, written, and verbal communication skills
- Ability to build productive relationships with government entities, contractors, funders, residents, and other diverse stakeholders
- Ability to understand and communicate program requirements, policies, procedures, and technical information
- Familiarity with or ability to learn project management, data tracking, and reporting systems
- Ability to work independently while collaborating effectively across functional teams

Work Environment

Michigan Saves employees work fully on-site or in a hybrid environment. This position is eligible for hybrid work. Work is primarily performed indoors, with extended periods at a computer or on the telephone, and requires frequent communication with the public, clients, and program partners. This position requires occasional travel throughout Michigan for meetings, community engagement activities, site visits, trainings, conferences, and other program needs. Occasional work outside of traditional business hours may be required.

Compensation

- Anticipated hiring range for this position is \$70,000–\$90,000. Actual compensation will be determined based on relevant experience, qualifications, internal equity, and other job-related factors.
- Competitive medical, dental, life, disability, and vision insurance

- Organization 401(k) contribution
- Up to six weeks of paid parental leave for eligible employees
- Paid time off granted upon start date
- 13 paid holidays
- Paid parking

Please apply online [here](#).

It is the policy of Michigan Saves to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of Michigan Saves and the specific job requirements as stated in the job description. In addition, Michigan Saves will provide reasonable accommodation for qualified individuals with disabilities.