



Job Announcement: Planning Specialist/Planning Director

Full-time, salaried, with benefits

Wood River Land Trust (WRLT) is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 12 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

SUMMARY OF POSITION

WRLT is seeking a dedicated individual for the position of *Planning Specialist* or *Planning Director*. Level and starting salary will depend upon the successful candidate's education, knowledge, training, and experience. WRLT is undertaking a collaborative effort to evaluate conservation, sustainability, affordable housing, planning & zoning, transportation, urban design, economic development, social justice, social services, and other regional issues facing the Wood River Valley. This position will carry out action items developed by this collaborative effort to implement tools and education to sustain our natural resources and quality of life with a growing population.

This position facilitates partnerships with other non-profits, municipalities, and resource agencies to deliver multi-faceted regional planning to accomplish the Land Trust mission. This is a full-time, year-round position with benefits and salary depending on experience. This position requires a B.S. in planning or other similar field, or 3-4 years equivalent work experience.

ESSENTIAL DUTIES AND FUNCTIONS:

IMPLEMENTATION OF SMART GROWTH PRINCIPLES

- Engage in WRLT Regional Visioning process with contractors Future West and Idaho Smart Growth
 - Assist in outreach and information gathering for designated parts of the Regional Visioning strategy
 - Participate in team meetings and development of an action plan
- Implement collaborative and technical elements of the Regional Visioning process and action plan
 - Work with planning staff, planning and zoning commissions, and elected officials to implement zoning or code changes that support smart growth principles
 - Actively engage in updates to city and county comprehensive plans so that smart growth and conservation principles are incorporated
 - Work with citizen groups to include the public in support for smart growth principles
 - Determine strategies to effectively implement smart growth action plan, which may include media and events
- Partner with local, county, state, and federal agencies
- Write grants and form partnerships to further planning efforts

REVIEW OF PLANNING APPLICATIONS

- Review public meeting agendas for development proposals or other relevant topics
- Review meeting materials and other pertinent documents
- Develop public comments on behalf of Wood River Land Trust that promote smart growth principles

RESEARCH

- Review Blaine County comprehensive plan, Blaine County code, municipal planning documents, and other pertinent state and local policies
- Assist with research projects, or hiring research contractors, to provide information and studies to support smart growth principles and action plan

CONSERVATION PROJECT SUPPORT

- Assist other Land Trust Staff with conservation planning and new conservation acquisition projects.
- Coordinate with development staff to inform potential donors of planning activities.

OTHER DUTIES

All Land Trust employees are expected to assist, as needed, in events, fundraising, and strategic planning.

QUALIFICATIONS

Education:

- Bachelor's Degree in planning or other similar field, or 3-4 years equivalent work experience.

Experience:

- 2-3 years of experience in municipal and/or county planning, or equivalent.
- Proven track record of managing projects and engaging partners and community members around smart growth.
- Experience managing GIS data and creating maps.
- Experience, coursework, or other training in the principles and practices of smart growth and community planning.

Skills & Abilities:

- Strong written and verbal communication skills. Ability to deal effectively and personably over the telephone and in person with a variety of people, including governmental staff and elected officials, agency personnel, the general public, media representatives, members, donors, directors, and volunteers.
- Proficiency with Microsoft Office software and ArcGIS.
- Ability to create partnerships and strong working relationships.
- Keen attention to detail and strong problem-solving skills. Ability to work accurately, independently, and efficiently.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Demonstrated ability to lead, collaborate, and build consensus. Willingness and ability to address conflict in a constructive manner.
- Desire to be a team player and positive representative of the Wood River Land Trust.
- Willingness to work a flexible schedule that may include weekends and evenings.
- Valid driver's license.
- A strong commitment to the mission of the Wood River Land Trust.

COMPENSATION

Starting salary \$54,250-\$65,000, depending on experience. Generous benefits package, including 3 weeks paid vacation, 401k retirement plan with 3% employer match, and 100% employer paid health and dental insurance.

STATUS

This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities are required for meetings and/or events.

To apply, please submit a resume, cover letter, and 3 references to:

Brandee Smith, Finance & Operations Manager: brandee@woodriverlandtrust.org This position is open until filled. Applications will be reviewed beginning June 1, 2022.