



“Providing a Balanced Approach to Natural Resource Management”

Position Announcement: Landscape Planning & Research Services Manager

Location: Moscow, Idaho

Northwest Management, Inc. is seeking a dynamic and experienced individual to join our team as the Landscape Planning & Research Services (LPRS) Manager. In this role, you will lead a team of highly skilled specialists across various technical capacities, working on projects for a wide range of clients, including tribal, federal, state, private, and local entities. If you are a dedicated and forward-thinking professional with a passion for environmental policy, we invite you to apply for the LPRS Manager position at Northwest Management, Inc. Join us in our mission to provide innovative solutions that shape sustainable landscapes and support our clients' goals.

Job Functions and Responsibilities:

- Coordinate and participate in the preparation of policy, planning, white paper/research, document versioning, and grant funding processes.
- Manage complex projects and interdisciplinary teams of specialists completing analysis of social, economic, built, and natural environmental resources to support NEPA, TFPA, and other related tribal, federal, state, and local environmental laws and regulations for planning purposes.
- Lead client NEPA projects, including but not limited to EISs, EAs, CatExs, chapter development, supporting technical documents, and coordination with external entities.
- Prepare and review, coordinate, and/or assist clients with submittals for federal, state, and local permit applications and grants for related funding.
- Provide a detailed review of all LPRS documents, with attention to completeness, legal adequacy, technical accuracy, and readability.
- Manage multiple projects, their associated data, schedules, budgets, periodic revisions, documents, and staffing at various stages, with a mixture of disciplines and in multiple locations.
- Represent the Company's Mission, Vision, and Values to our clients and in all public meetings, workshops, and trainings.
- Contribute to and lead business development activities, including proposal preparation and relationship building with existing and prospective clients, as requested by management.
- Conduct and/or attend regular meetings of city and county planners, state and federal natural resource agencies, tribes, interested parties, and organizations to facilitate communication, gain contracts, help them move from development to implementation following a finished deliverable, and/or resolve technical and policy issues that arise.
- Take independent action to correct problems encountered during projects and operations within the authority level granted by leadership.
- Record activities accurately on timecards
- Follow all policies and procedures as identified in the NMI Employee Handbook and Safety Plan.
- At NMI, we work as ONE team; therefore, you will be expected to do other duties as assigned that are not listed in this job announcement.

Preferred Qualifications:

- A bachelor's degree in environmental studies, planning, policy, science, or another related technical field, with a significant emphasis on land use, urban, regional, environmental, or natural resource planning, geography, land use or environmental law, public administration with an environmental emphasis, or a closely related field AND five (5) years of professional experience in land use, urban, regional, environmental, or natural resource planning, with significant experience in NEPA and NEPA project functions, EA/EIS development, technical, research, and publication style documents. Training deemed by the advisory board and executive team to be an equivalent combination of experience and demonstrated performance may be considered.
- The successful candidate must be able to work closely with a diverse team to provide proactive and collaborative solutions for various public and private sector clients. Must be able to leverage a team of project managers, planners, biologists, and environmental scientists to pursue and deliver high-quality, valuable, and timely planning/document services for the Company, with a specific focus on Idaho, Washington, Oregon, Montana, and Arizona. Must be able to travel as needed for project assignments.
- Project Management – Able to manage multiple projects, including development, scope management, milestone tracking, and deliverables.
- Regulatory Interpretation – Able to understand and interpret complex laws, regulations, case law, and legal guidance.
- Able to effectively explain regulations and policies to outside parties and persons unfamiliar with legal writing.
- Grant Management – Able to navigate and manage grants, including developing and reviewing scopes of work, monitoring progress, reviewing work products, and authorization.
- Excellent written, verbal, and interpersonal communication skills, including client relationship skills
- Experience in interagency/interdisciplinary coordination, risk identification and management.
- Experience with State and Federal Agencies, such as FHWA, State DOTs, U.S. EPA, tribal nations, and Army Corps of Engineers

Benefits:

- Competitive wage: \$75k to 125k DOE
- Paid holidays, vacation, and sick leave
- Healthcare, including Medical, Dental, Vision, and Prescription Benefits
- Flexible spending account (FSA) for health care costs
- Life insurance, short-term and long-term disability plan
- 401k retirement plan with company contribution (after one year of service)
- On-the-job training and skills development, career advancement opportunities, and professional development support
- Employee recognition programs
- A supportive and engaging work culture that promotes healthy living

Join our team and contribute to the success of our organization as the Landscape Planning and Research Services Manager. We look forward to receiving your application.

Closing date: This position will remain open until filled.

Northwest Management, Inc. is an Equal Employment Opportunity employer. We employ without regard to race, color, religion, gender, national origin, veteran status, age, disability, marital status, genetics, or other status protected by law.