
Application deadline: April 30, 2025

Director of Programs

Summary

The Great Lakes Commission (GLC) is seeking a full-time Director of Programs. This position will assist the Executive Director with overseeing and guiding the development, implementation, and evaluation of programs to achieve the agency's strategic goals, mission, and mandate. The Director of Programs supervises and advises program staff and ensures work is carried out in a manner consistent with the Great Lakes Basin Compact and the GLC strategic plan. They facilitate program development opportunities and help secure funding support for strategic initiatives. The Director of Programs is a member of the GLC's senior leadership team, interacting with Commissioners and supporting GLC meetings and communications.

Responsibilities

The overarching responsibilities of the Director of Programs include:

Program Oversight: Oversee implementation of the GLC's portfolio of programs and projects and ensure they are in alignment with the GLC's mission, goals, and values. Foster a cohesive and collaborative work environment, facilitating communication and making connections across project teams. Work with the Executive Director to evaluate long-range goals and objectives, performance metrics, and strategies for program success.

Program Development: Work collaboratively with the Executive Director and staff to develop new strategic initiatives and associated funding proposals to support implementation of the GLC strategic plan. Build and maintain relationships with funders and develop partnerships to help advance the GLC's mission and goals.

Supervisory: Supervise program staff, including supporting the development of performance goals and objectives and conducting annual reviews. Provide guidance and support on program and professional development issues. Create a safe environment in which to have constructive/productive dialogue on sensitive issues.

Operations and Communications: Contribute to internal operations as a member of the senior staff, working across functions with staff responsible for administration, financial management, policy development, communications, and intergovernmental affairs. Represent the GLC, its positions and views, to stakeholders and participate in relevant international, national and regional forums.

Qualifications

A minimum of a bachelor's degree in a relevant resource management field and ten (10) or more years professional experience, including four (4) or more years of demonstrated management and supervisory experience. The ideal candidate will also bring the following skills and experience to the position:

- Knowledge of large-scale watershed management issues and programs (knowledge of Great Lakes resource management preferred)

- Demonstrated ability to effectively and positively develop and mentor others
- Demonstrated ability to lead individuals and teams effectively, e.g., setting expectations and delegating
- Ability to thrive in a complex organizational environment and manage competing priorities
- Ability to drive strategic direction and contribute to the advancement of the agency's mission
- Fundraising experience, with administrative and financial knowledge and proficiency
- Ability to build collaborative relationships, including experience with facilitation, team dynamics, and consensus-building
- Consistent exercise of independent judgment and discretion in matters of significance
- Professional demeanor with strong oral, written, and interpersonal communication skills
- Proficient in use of Microsoft Office suite of programs (Teams, Outlook, Word, Excel, etc.)

Appointment

Position Classification

The position is classified as regular, full-time as defined by the GLC's employee handbook.

Compensation and Benefits

The starting salary range for this position is \$125,000-\$130,000 per year depending on education, skills and experience. The GLC offers comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The location for this position is the GLC office in Ann Arbor, Michigan. A partial telework schedule may be considered under the GLC's flexible schedule and telework policy. This position requires occasional travel.

Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single email to vacancy@glc.org with the subject line "Director of Programs." All required items must be provided for an application to receive consideration. *No phone calls, please.*

About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at www.glc.org.

Equal Opportunity Employer

The Great Lakes Commission strives to create an inclusive, diverse and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.