

## IMBA Trail Solutions

Senior Planner, +8 years of experience

### Job Posting

We are currently hiring a full-time, remote based, Senior Planner to join IMBA's Trail Solutions team. Senior Planners are experienced members of our planning and design team that lead the development of trail feasibility studies and concept plans, design development, construction documents, and hold key roles in tasks related to community outreach and project implementation. Responsibilities include client and project management, site visit coordination, strategic trail network visioning and planning, development of design details, content development for project deliverables and the oversight of completing those deliverables. This position is fully remote with the potential to travel 50% or more of the time.

### Desired Professional and Educational Background:

- Over eight (8) years of professional planning experience related to trail-based recreation projects and site design
- Preferred: Bachelor's Degree from an accredited college or university in an appropriate field of Landscape Architecture, Civil Engineering, Natural Resource Management, or similar.
- Minimum: A technical college certificate in GIS. CAD certification is favorable too.

### Overall Job Duties/Responsibilities:

- Work closely with IMBA Trail Solutions Directors
- Manage and coordinate entire project lifecycle including communications with clients/stakeholders, monitor and report on progress, adhering to project schedules, and meeting project budgets
- Manage and coordinate fellow IMBA Trail Solutions staff working on projects managed by the Senior Planner
- Create, manage, and report on project budgets, milestones, timelines with the primary goal of delivering high quality projects deliverables on-time and in an efficient manner.
- Lead the creation, review, and delivery of trail network and bike-optimized facility concept plans, map graphics, design development, construction documents, and other IMBA Trail Solutions deliverables
- Champion identification and elimination of project roadblocks that may arise throughout project life cycle. Act as a catalyst to resolve project issues and escalate to IMBA Trail Solutions Directors when necessary
- Play an active role in IMBA Trail Solutions business development by responding to inquiries regarding consulting and construction services, project budget estimating, and proposal writing
- Maintain flexibility and adaptability with many personality types
- Attend required company and departmental meetings
- Other duties as assigned

### Communication and Professionalism Competencies:

- Strong project management experience by applying knowledge, skills, tools and techniques to project activities, to meet stakeholder needs and expectations. This involves balancing competing demands in terms of resources, time, scope, client and stakeholder needs and expectations
- Ability to create an engagement strategy for a project within the given community, implement effectively and manage as conditions change

- Innovative in problem solving and decision making with an attention to detail throughout all work aspects
- Client/Customer Service oriented with demonstrating concern for meeting internal and external customers' needs
- Strong time management and organizational experience
- Leading work in an open and collaborative team environment
- The ability to convey thoughts and express ideas effectively using speech in internal and external settings and in writing, using correct and appropriate grammar, organization and structure

Technical Competencies:

- Have extensive experience with ArcGIS Pro, ideally has experience with creating Story Maps
- Have strong skills in AutoCAD and development/management of CAD sheet sets
- Competent in use of Adobe Creative Cloud software, specifically InDesign, Illustrator, and Photoshop
- Understanding of graphic design principles with ability to implement in projects to display information in a clear and effective manner
- Demonstrated ability to operate in a deliverable production-based environment meeting deadlines and quality expectations
- Displays motivation to complete tasks
- Understands influence of one's own work on others' tasks

Theory Understanding:

- Utilizes a thorough understanding of Trail System Planning theory and other related knowledge bases to produce plans for sustainable trail systems that meet needs and expectations of trail users and land managers.
- Knowledge of, and implementation of best practices for sustainable trails
- Understands the jargon of trail development
- Communicates viewpoints supported by theory
- Seeks out continued education

Field Proficiency:

- Ability to operate in the field independently drawing on previous experience and skill sets to accomplish field-based goals efficiently
- Ability to assess and report on existing trail conditions and newly constructed trails
- Understanding of various landscapes, geologies, soils, and hydrology while recognizing implications on planning and design
- Acknowledges discrepancies between data and ground realities
- Gather and organize accurate and useful field data
- Draw accurate and useful conclusions in the field and leads decision making by providing recommendations with solid reasoning
- Ability to gain knowledge and understanding of land management policies and procedures in and around the project area
- Responsible for one's own well-being when in the field, plan food and water needs accordingly
- Physical capability to transport necessary equipment through various terrain and climatic conditions
- Knowledge of safety measures and backcountry protocol

Requirements:

- Skilled in GIS (ArcGIS Pro) and Adobe InDesign-Illustrator-Photoshop
- Experience and familiarity with creating and producing planning, design, and construction documents
- Experience with GPS tools, data collection, and data post processing
- Proficient in MS Office Suite
- Mountain Biking and Travel Experience
- Potential to travel 50% or more of the time

Benefits

IMBA is the leading nonprofit organization for mountain biking advocacy and trails. A full-time opportunity here affords you a rewarding career with growth opportunities, remote work environment, travel and a full benefits package (generous PTO, health, dental, vision, 401(k)).

Annual salary range for this role is \$xx,xxx-xx,xxx based on directly relevant experience.