



GRAND VALLEY METROPOLITAN COUNCIL

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GRAND VALLEY METROPOLITAN COUNCIL JOB DESCRIPTION FOR DIRECTOR OF ENVIRONMENTAL PROGRAMS 2026

Supervised By: GVMC Executive Director
Supervises: Environmental Programs Staff

General Summary:

The Grand Valley Metropolitan Council (GVMC) is the regional council of governments serving communities throughout West Michigan. Through planning, technical assistance, regional coordination, and implementation support, GVMC helps member communities address shared challenges and improve quality of life.

The Director of Environmental Programs provides strategic leadership for GVMC's Environmental Programs Department, ensuring its programs, services, and partnerships deliver meaningful value to member communities and regional partners.

As a member of GVMC's leadership team, the EP Director leads department staff, secures sustainable resources, administers programs, develop collaborative partnerships, and advances regional environmental initiatives that help communities address shared environmental challenges through regional collaboration.

Success in this role is measured by the department's ability to administer programs in a fiscally sustainable manner, support member communities, develop staff, strengthen partnerships and deliver collaborative environmental solutions that improve the Environment throughout the region.

Compensation

Full-time position, \$90,000 - \$110,000 depending on experience and qualifications.

GVMC Employees enjoy a full array of benefits including insurance, retirement funding, holidays and vacation.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all the duties the employee may be expected to accomplish. To perform this job successfully, an individual must be able to execute each essential job function satisfactorily.

1. Provide strategic leadership for GVMC's portfolio of environmental initiatives, ensuring programs remain financially sustainable, responsive to member needs, and aligned with organizational priorities.
 - Current areas of focus include but are not limited to:
 - Municipal Stormwater (MS4/NPDES) coordination
 - Leadership for LGROW (Lower Grand River Organization of Watersheds)
 - Watershed planning and implementation
 - Water quality and green infrastructure initiatives
 - Community engagement and environmental education
 - Other environmental programs and partnerships that advance GVMC's mission
2. Collaborate with the GVMC Executive Director and leadership team to advance organizational priorities.
3. Develop departmental goals, annual work programs, budgets and performance measures.
4. Promote innovations, continuous improvement, and organizational excellence
5. Supervise departmental staff engaged in environmental programs. Participate in recruitment and hire; plan, assign and coordinates workloads; evaluate performance and oversees training and professional development.
6. Work closely with the GVMC Executive Director, GVMC Board of Directors, Environmental Programs committees and LGROW Board of Directors.
7. Oversee/Conduct searches for federal, state, and local grant opportunities to match goals; Establish relationships with local funders; Track grant revenues and expenditures; Complete all reporting requirements.
8. Manage Budget; develop strategies to meet strategic plan goals; promote fee for service projects.
9. Establish, build, and maintain strategic partnerships, which include local, state and federal governments, community businesses and organizations.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in Environmental Sciences, Planning, Natural Resources, Engineering, Public Administration, or closely related field. Master's Degree preferred.
- Seven years' progressively responsible professional experience in environmental programs, watershed management, planning, sustainability, public administration or related field.
- Minimum of 3 years of supervisory experience leading professional staff.
- Thorough knowledge of professional public management techniques involved in budgeting, personnel administration, and operations and project management.
- Extensive experience securing, developing and managing grants, contracts, or other externally funded initiatives.
- Demonstrated experience managing complex programs, budgets, and organizational priorities
- Thorough knowledge of State and Federal laws and other regulations governing Environmental issues.
- Skill and experience in the principles and practices of managing Environmental projects and programs.
- Skill in effectively communicating ideas and making presentations in a public forum.
- Knowledge of municipal stormwater (MS4/NPDES) programs
- Understanding of complex ecological principles, particularly related to water quality, non-point source pollution, and green infrastructure.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, other employees, and governmental units.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations.

- Ability to attend meetings and functions as scheduled at times other than regular business hours.
- A State of Michigan Vehicle Operator's License.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee must compose and read written and computerized documents, plans, and maps. The employee is frequently required to travel to locations within and outside of the County. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel. The noise level in the work environment is usually quiet to moderate.

To Apply

To apply, forward resume and references to Gayle McCrath at mccrathg@gvmc.org

This posting will remain open until filled.