

# Program/Project Manager

**Salary Range:** \$70,000 - \$95,000 (dependent on qualifications) and competitive benefits package.

**Location:** Hybrid work environment in Sandy Hook, CT

**Closing Date:** Open until filled or closed.

## About WestCOG

The Western Connecticut Council of Governments (WestCOG) provides infrastructure and planning services to 18 municipalities in Western Connecticut. Projects at WestCOG operate at a regional scale and require coordination across multiple municipalities, funding programs, and technical disciplines.

## Job Description

This role focuses on bringing structure, alignment, and forward momentum to initiatives that span jurisdictions and subject areas, including developing systems, processes, and programs where they may not yet exist. Responsibilities may evolve and are expected to include some combination of the following:

### Flood Mitigation and Resilience

Work with the region to reduce flood risk and damages by developing and implementing coordinated, multi-municipal strategies, projects, and funding mechanisms:

- Develop and implement regional strategies to reduce flood risk
- Manage FEMA and related grant programs (FMA, BRIC, HMGP)
- Advance projects related to floodplain management, CRS participation, dam safety, and hazard mitigation planning
- Evaluate and support the development of stormwater utilities, resilience improvement districts, and other sustainable funding or governance mechanisms to implement projects at scale

### Energy Management

Work with municipalities to improve the efficiency, performance, and management of municipal buildings and energy systems, and to advance distributed energy initiatives, through data-driven analysis, operational and capital improvements, and program and permitting initiatives:

- Develop systems to inventory, benchmark, and analyze municipal building energy use
- Identify and advance operational improvements (e.g., space utilization, scheduling, setbacks, controls) and capital projects (efficiency, electrification, and system upgrades)
- Support implementation through coordination, funding strategies, and project development

- Facilitate solar PV deployment, including zoning modernization, streamlined permitting, and adoption of tools such as SolarAPP+
- Explore and develop regional approaches to permitting and program delivery to expand capacity, reduce administrative burden, and accelerate project timelines

## Additional Tasks

In addition to the above specific responsibilities, general tasks may include:

- Develop and refine program structures, workflows, and implementation approaches to support evolving regional initiatives
- Manage projects, grants, and consultant work
- Coordinate with municipal, state, and federal partners
- Conduct research, analysis, and reporting
- Support regional initiatives and emerging priorities
- Other duties as assigned. The scope of this role may evolve over time based on regional needs and the strengths of the selected candidate.

## Desired Experience

The ideal candidate will be creative, motivated, reliable, and have the following experience:

- Experience in infrastructure, environmental, or public sector program management
- Ability to manage multi-step projects and move work from concept to implementation
- Experience working across organizations or jurisdictions
- Strong analytical, organizational, and communication skills
- Familiarity with GIS, data analysis, or grant programs is a plus

## Salary and Benefits

Title to be determined, and salary of \$70,000 - \$95,000, depending on qualifications.

WestCOG offers a competitive benefits package including health and dental insurance; retirement contributions; vacation time; personal time; sick time; flexible work schedules; telecommuting opportunities; and employer - paid professional accreditations, memberships and conferences.

This position provides an opportunity to work in a collaborative, supportive, and motivating work environment. The employee will be stationed in WestCOG's office located in Sandy Hook, CT, with the possibility of a hybrid work schedule (partial remote work). This area of Connecticut combines the rural charm of a small New England town with the sophistication and amenities of metropolitan suburbs and offers:

- High quality of life
- Close access to major cities, universities, world - class healthcare, cultural and recreational attractions
- Excellent school systems
- Access to recreational trails and many leisure activities

## Applying for the Position

To be considered, applicants must have a driver's license, access to reliable transportation, and be legally able to work in the United States.

To apply, submit a cover letter, resume, references, and salary requirements to Mr. Francis R. Pickering, Executive Director at [westcog@outlook.com](mailto:westcog@outlook.com)

Selected candidates may be asked to provide additional information or to appear for a personal interview. This position will remain open until it is filled or closed.

WestCOG is an Equal Opportunity Employer.