



Senior Urban Planner/Designer
Full-Time
Rochester, New York
Salary Range: \$90,000-\$105,000 / year

Highland Planning is looking for a Senior Urban Planner/Designer to join our growing planning and design practice. The Senior Urban Planner/Designer will work closely with our clients, partners, and staff to deliver high-quality planning and design processes that help governments make better decisions. As a Senior Urban Planner/Designer, you will serve as a project manager, team mentor, and client partner, leveraging your design, planning, communication, and project management skills. You'll be part of a team-centric culture where fellow consultants collaborate and support each other on projects and professional growth.

What You'll Do:

Urban Planning and Design Projects

- Manage up to five (5) projects in Rochester and Western New York with the support of the Director of Planning + Design and the CEO
- Lead the production for planning and design projects as they are awarded, with the support of the Director of Planning + Design
- Develop small area plans, neighborhood plans, and planning reports for municipalities
- Develop conceptual design alternatives to help clients clearly understand the pros and cons of different approaches and lead to informed decision-making
- Design and implement public engagement strategies that meet the needs and objectives of projects
- Develop innovative planning documents that are tailored to the local community and represent the excellence of the Highland Planning brand
- Test, refine, and implement new planning and design processes to keep Highland Planning at the forefront of best practices
- Set project direction and define the objectives, approaches, and deliverables needed to deliver a high-quality product and exceed the client's expectations
- Engage proactively with clients and team members to drive progress and decision-making
- Lead regular meetings with clients, stakeholders, and the public to make sure deliverables are submitted on schedule, are grounded in local community needs and desires, and meet the overall objectives of the project
- Identify and understand client needs and priorities and recommend relevant approaches and deliverables
- Set weekly priorities and proactively ensure commitments are met
- Provide feedback on work products and mentor junior team members
- Identify and shape follow-on opportunities for yourself and the firm through your exceptional delivery and gaining client trust as a strategic advisor

Business Development

- Work with the leadership team to develop and implement the annual strategic plan for the Planning + Design business line
- Assist with the development of proposals to grow the firm's Planning + Design business line
- Represent the firm at project interviews
- Develop relationships with clients and consultant partners to expand urban planning and design opportunities

Who You Are:

Leader of self:

- You are curious and a lifelong learner
- You lead by example
- You take pride and ownership in your work and see things through to completion
- You remove immediate roadblocks and solve strategic challenges, and you know when to ask for help
- You thrive in a fast-paced environment
- You can manage ambiguity and drive work efforts to completion
- You are a self-starter
- You are disciplined in tracking details
- You possess core project management capabilities
- You anticipate complex problems, understand constraints, provide multiple solutions, and play an active role in decision-making

Leader of others:

- You are an expert in urban planning and design and can advise clients on best practices to meet the needs of their local community
- You are a strategic thinker capable of researching, developing, and implementing new innovative ideas and strategies
- You are an effective communicator – visually, verbally, and in writing
- You take appropriate action and make decisions using logic and available resources to drive necessary outcomes
- You effectively interact with people at all levels in a variety of situations
- You work collaboratively with other team members and mentor and motivate others to produce their best work and achieve their professional goals

Requirements:

- Master's degree in planning and/or landscape architecture. Other related fields, such as geography, will also be considered.
- 5+ years of professional consulting experience, with at least two years of project management experience
- A passion for public projects, high quality and innovative design, and public engagement
- Demonstrated ability to distill complex topics into deliverables (e.g., infographics, reports, presentations, etc.) that are accessible to the public
- Strong relationship management and interpersonal skills



- Good business acumen and awareness of business, marketing, and technology trends
- Exceptional communication skills, project planning and management skills, and attention to detail
- Experience managing projects, budgets, and clients
- Positive attitude and strong willingness to learn from mentors and team members
- Desire to mentor staff and other young professionals
- Advanced experience with design and analysis tools (Adobe Creative Suite, ArcGIS Pro, AutoCAD, SketchUp)
- AICP and/or landscape architecture license is a plus

Why You Should Join Us:

At Highland Planning, a woman-owned firm, we pride ourselves on fostering an atmosphere of collaboration and excellence while maintaining a healthy work-life balance. We are passionate about urban planning, design, and public engagement, and we seek to help governments make better, more-informed decisions and improve the quality of life for all. Our core values are:

1. Trust
2. Flexibility
3. Excellence

As a Highland Planning employee, you will be eligible for health benefits, 401k matching, our staff bonus pool, and unlimited paid time off. You will also have the flexibility to work remotely part of each week. This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a veteran. To apply, send a cover letter, resume, portfolio of work samples, and three references to Liz Podowski King, AICP, PLA at liz@highland-planning.com.