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Job Title: Program Manager (Planner IV) – Two Openings

Transportation Programs Manager and Regional Programs Manager

Salary: Hiring Range \$95,000 - \$115,000

Starting salary will be determined based on the selected candidate's qualifications, relevant experience, internal equity, and budget availability.

One opening will have a transportation emphasis and the other will support regional programs outside transportation, with final assignment based on organizational needs and the selected candidate's qualifications.

Reports to: Director of Regional Planning

PlanRVA is a human-centered organization prioritizing people – our region's residents and communities, as well as our staff – in its mission, vision, and operations. Our team is our most critical and valued asset in driving our work forward.

About PlanRVA:

Established in 1969 by the Virginia General Assembly, PlanRVA is the convener, planner, and shaper of Central Virginia's future. Guided by our member local governments, we facilitate the Richmond region's physical, social, and economic development. PlanRVA manages regional programs and initiatives in the areas of community development, emergency management, the environment, and transportation.

We actively engage representatives from government, the private and nonprofit sectors, civic and community organizations, and the public to address critical regional issues. Our work is driven by a comprehensive vision for the region, centered on:

- Strategic and Resilient Infrastructure
- A Healthy Environment
- Attainable Housing
- A Strong Economy
- Opportunity and Choice for Everyone

Learn more about PlanRVA's strategic plan and vision here: [PlanRVA's Regional Strategic Vision](#)

What You'll Do

Summary:

The Program Managers (Planner IV) lead complex, high-visibility regional planning programs and multi-jurisdictional initiatives. The position is responsible for strategic planning, program and project delivery, stakeholder engagement, fiscal stewardship, grant and contract administration, consultant oversight, technical analysis, and development of planning products and recommendations. Successful candidates will thrive in dynamic environments that include cross-functional work and collaborative, flexible project-based teams.

The Program Manager works with PlanRVA member localities, state and federal agencies, Tribal Nations, community organizations, consultants, and other regional partners. The position may lead interdisciplinary teams and may supervise staff, interns, consultants, or project teams, as assigned.

Two openings are available. One position will have a primary focus on transportation programming, funding, and project delivery functions. The second position will have a primary focus on regional planning programs outside transportation, and funding, and project delivery functions.

Primary Responsibilities:

The following duties are representative of work performed by Program Managers and may vary by assigned portfolio.

- Leads complex regional planning projects, programs, and initiatives from scoping through implementation.
- Develops work plans, schedules, budgets, scopes of work, deliverables, performance measures, and project-management systems.
- Manages grants, contracts, consultant services, procurements, invoices, budgets, and required reporting.
- Conducts or directs qualitative and quantitative research, data analysis, policy analysis, mapping, and technical and literature reviews.
- Prepares and presents reports, plans, grant applications, staff memoranda, meeting materials, presentations, and public-facing communications.
- Facilitates meetings and builds consensus among local governments, public agencies, advisory groups, community partners, and other stakeholders.
- Represents PlanRVA in regional, state, and federal meetings, committees, work groups, and partner forums.
- Identifies emerging needs, funding opportunities, implementation strategies, and policy considerations.

- Provides technical guidance and quality assurance for assigned work products.
- Coordinate with PlanRVA's Finance Team on grant financial reporting and fiscal reconciliation with state and federal funding partners.
- Coordinate with PlanRVA's Community Engagement Team to plan and execute project public engagement activities, including interacting with the public at project-based and agency opportunities and events
- May supervise, coach, mentor, or direct staff, interns, consultants, and project teams.

Transportation Programs Manager

The Transportation Program Manager leads regional transportation program implementation through Metropolitan Planning Organization (MPO) Program coordination and financial programs management. Responsibilities will include supporting development of the MPO Unified Planning and Work Program, the Transportation Improvement Program, MPO and committee meetings and meeting materials, and MPO reporting and program requirements.

This position will lead development and implementation of a new project selection initiative that leverages elements of the Pathways to the Future Scenario Planning project to enhance transportation project selection for funding. Leadership of short-range plans and studies will/may also compliment this role's work program as projects arise. This role will coordinate with other planners and data team staff to support performance measure tracking. This role may support or inform funding or project selection program implementation across other planning discipline areas at PlanRVA, regional transportation studies, safety and mobility initiatives, active transportation planning, transit planning, freight planning, transportation demand management, travel-demand analysis, and transportation funding applications.

- Coordinates with VDOT, DRPT, FHWA, FTA, local governments, transit providers, and other transportation partners.
- Leads or supports MPO and transportation-policy committee processes, as applicable.
- Interprets and applies federal and state transportation-planning, programming, funding, and reporting requirements.
- Manages transportation data, performance measures, project prioritization, and scenario analysis.
- Supports transportation grant development, project implementation coordination, and compliance reporting.

Regional Programs Manager

The Regional Programs Manager leads complex planning initiatives outside the transportation portfolio. Assigned program areas may include environmental and resilience planning, watershed and natural-resource protection, housing and community

development, economic development, land use, infrastructure, demographic analysis, or other regional priorities.

- Leads planning initiatives that address regional environmental, resilience, housing, economic-development, land-use, infrastructure, or community-development needs.
- Coordinates cross-jurisdictional partnerships and implementation strategies with local governments, state agencies, Tribal Nations, nonprofits, community organizations, and technical partners.
- Identifies and pursues grant and other funding opportunities supporting regional programs.
- Develops planning studies, implementation strategies, policy recommendations, technical assistance, and public-engagement activities.
- Interprets applicable program guidance, funding requirements, data, regulations, and best practices for regional partners.

What You'll Bring

- Planning Knowledge - Applies principles, practices, methods, and tools relevant to regional, local, and community planning, including transportation, environmental, resilience, economic development, housing, land use, infrastructure, and demographic planning.
- Research and Analysis - Identifies reliable information sources; collects, validates, analyzes, and interprets qualitative and quantitative data; and translates findings into practical planning recommendations.
- Strategic and Systems Thinking - Understands how policies, programs, infrastructure, land use, economic conditions, environmental factors, and community needs interact across local and regional systems.
- Project Management - Organizes and advances projects by establishing work plans, managing schedules and deliverables, tracking tasks and resources, coordinating contributors, and addressing issues promptly.
- Equity, Accessibility, and Community Awareness - Incorporates equitable, inclusive, and accessible practices into planning processes, recommendations, communications, and public engagement activities.
- Adaptability and Continuous Learning - Adjusts to changing priorities, funding opportunities, regulations, technology, and organizational needs; seeks feedback and develops relevant technical and professional expertise.
- Technical Expertise - Serves as a subject-matter resource in an assigned planning discipline and provides sound technical direction, quality review, and recommendations.
- Project and Program Leadership - Leads complex, multi-jurisdictional, multidisciplinary, or high-visibility projects and programs from scope development through implementation and evaluation.
- Strategic Leadership - Connects individual projects and programs to agency priorities, regional goals, emerging needs, and long-term implementation strategies.

- Facilitation and Consensus Building - Guides diverse stakeholders through complex or potentially competing interests to develop shared understanding, workable solutions, and actionable recommendations.
- Decision-Making Authority - Exercises independent judgment on complex assignments, prioritizes competing demands, escalates risks appropriately, and makes defensible recommendations.
- Staff Development and Mentorship - Provides coaching, technical guidance, training, and constructive feedback to less experienced staff, interns, and project team members; may supervise staff as assigned.
- Organizational and Fiscal Stewardship - Helps develop and manage program resources, budgets, contracts, grants, and consultant services in a manner consistent with agency policy and public-sector accountability.

Required Education and Experience:

Bachelor's degree in planning, public administration, transportation, engineering, geography, environmental science, economics, community development, or another closely related field; and at least six years of progressively responsible professional experience in planning, program management, project management, public administration, or a related discipline.

Qualifying experience must include management of complex projects, programs, grants, contracts, budgets, stakeholder processes, or multi-jurisdictional initiatives. An equivalent combination of education, training, and experience may be considered.

Preferred / Bonus Skills

Transportation Program Manager

- Experience with MPO, planning district commission (PDC), local-government, state, or federal transportation-planning processes.
- Experience with Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), transportation funding programs, project prioritization, performance measures, or federal transportation-planning requirements.
- Experience working with VDOT, DRPT, FHWA, FTA, transit providers, or transportation consulting firms.
- Experience in multimodal, transit, active transportation, freight, safety, mobility, or transportation-demand planning.
- AICP, PMP, PTP, PTOE, GISP, or comparable relevant credentials.

Regional Programs Manager

- Experience in environmental or resilience planning; housing or community development; economic development; land use; infrastructure; demographics; or a closely related regional-planning discipline.
- Experience with federal, state, philanthropic, or other grant-funded programs.

- Experience facilitating regional collaboratives, public meetings, technical committees, or stakeholder-engagement processes.
- Experience using GIS, data visualization, survey research, or graphic-communications tools to develop planning products.
- AICP, PMP, GISP, ENV SP, or comparable relevant credentials.

What We Offer

Work Environment:

PlanRVA is a high-energy and deadline-driven organization committed to serving the region. We are deeply committed to a human-centered culture. This position may be eligible for a hybrid work schedule, consistent with PlanRVA policy and operational needs.

Benefits:

We offer a robust benefits package including:

- Employer-paid health insurance for the employee
- Employer-paid retirement contributions into the Virginia Retirement System (VRS)
- Comprehensive dental, vision, and life insurance
- Generous paid time off (vacation, sick leave, holidays)
- Professional development, training, and tuition reimbursement opportunities

Position Type / Expected Hours of Work:

This is a full-time exempt position. Standard hours are Monday through Friday, 8:00 am to 4:30 pm. Occasional early morning, evening, or weekend work may be required for board and committee meetings or special events.

Travel:

Regular travel within the region is expected. Occasional out-of-region travel for professional development is supported.

Why Join Us?

This role offers a unique opportunity to work closely with regional leaders, contribute to meaningful public service, and grow your career in a collaborative and mission-driven environment. You'll gain exposure to a wide network of professionals and have the opportunity to expand your responsibilities in alignment with your skills and interests.

PlanRVA strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.