

Planner

Are you a community planner looking for an amazing opportunity to join a quality planning firm? CIB Planning is one of the fastest-growing boutique urban planning consulting firms in Michigan known for employee empowerment and professional advancement opportunities, with eligibility for company partnership based on performance. We are seeking a planner with a collaborative attitude and great communication skills with two+ years of experience who appreciates autonomy, flexibility, and agility.

Job Description

This person reports to the Director of Planning/Principal, Kelly McIntyre, in a collaborative and complementary fashion.

In this role, you will:

- Perform and assist with special projects including zoning ordinance amendments, master plan updates, redevelopment planning, and if interested, strategic economic development projects including strategic housing plans.
- Assist with municipal clients' planning efforts including development reviews, meeting attendance (typically 2-3 meetings per month), office hours, and occasionally fill in at Planning Commission meetings in communities outside of those where office hours are being served.
- Help to maintain the existing client base while growing and diversifying the work of the firm.
- This position would also support the CIB private development portfolio including concept planning, pre-development reviews and reports as well as attendance at various applicable meetings with clients or for clients if needed.
- AICP Certification is a plus.

Expectations

- CIB Planning is a "company without walls" and work will be done at the municipality's location during office hours or from your home location.
- You would be expected to work approximately 1800 billable hours per year (assuming a 40-hour work week), along with any additional administrative time needed to succeed in the position. We recognize that in the first few months there will be a learning curve and time will be needed to ramp up and convert to billable hours.

Benefits/Compensation

- This role has a salary range of \$60k-\$64k depending on experience.
- Wage increases – Cost of living yearly on anniversary of employment with bonus potential at year's close.
- Employer-paid Health Care/Vision/Dental Benefits – CIB Planning is dedicated to our employee's long-term wellness. Unlike many large corporations, CIB Planning offers a gold standard of health care with 100% of health insurance monthly premiums covered by the company, with the employee responsible for copays and deductibles.
- Insurance – CIB Planning offers short- and long-term disability insurance.

- Employee Revenue Sharing Program – After a specified period of time, eligible employees will be allowed to apply and participate in the company revenue share/ownership program which offers key employees the ability to have an ownership stake in the organization.
- Paid Holidays – All regularly recognized (New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day). Others may or may not apply.
- A 401k retirement plan and a 3% contribution match will be made by the company annually, and the employee will be eligible at one (1) year of employment.
- Typical tools needed to work in this position (computer, cell phone, business cards, etc.) will be paid for by the firm.
- You would receive three (3) weeks or 120 hours of paid time off (PTO). During the first year of employment, up to one (1) week of PTO can be used each quarter, unless otherwise agreed upon.

To apply, please email a letter of interest and your resume to emyounger@cibplanning.com.