

# POSITION AVAILABLE



**TITLE: State Policy Manager**

## **SUMMARY**

New Jersey Future seeks an energetic, motivated individual to manage the organization's state policy campaign work, including the 2017 gubernatorial campaign platform. We prefer a highly organized candidate with experience in legislative and policy development and campaign execution who can operate independently and collaboratively.

## **ORGANIZATIONAL OVERVIEW**

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes growth that fosters vibrant cities and towns, protects natural lands and waterways, enhances transportation choices, provides access to safe, affordable and aging-friendly neighborhoods and fuels a strong economy. The organization does this through original research, innovative policy development, advocacy, strong partnerships and hands-on technical assistance. New Jersey Future is based in downtown Trenton, N.J. For more information please visit our website at [www.njfuture.org](http://www.njfuture.org)

## **JOB DESCRIPTION**

The Policy Manager is a full-time position for an experienced policy professional interested in formulating and implementing a forward-looking smart growth state policy platform. Topics will include transit and water infrastructure, downtown redevelopment, resiliency to natural hazards and equitable approaches to development. The Policy Manager reports to the Executive Director and will work with the Communications Director, Research Director, public affairs consultant and other program staff in a collegial atmosphere in downtown Trenton. Those seeking a part-time position may wish to apply and will be considered based on their experience and time commitment. Salary and benefits are commensurate with experience and time commitment, but on the scale of a small non-profit organization.

## **RESPONSIBILITIES**

- Manage the development of the policy platform including all deliverables and interfacing with a public affairs consultant.
- Oversee and conduct necessary research to develop case statements and recommendations.
- Build partnerships, collaborations and a support base.
- Coordinate outreach and input from partners and staff.
- Draft all components of the platform and other deliverables.

- Work with staff and consultant to develop communications plan for publicly releasing the platform and bringing it to the attention of candidates, the media and the public.
- Coordinate candidate meetings and questionnaire responses.
- Identify experts who will participate in the transition team process on NJF's behalf.
- Coordinate the organization's efforts around the transition.
- Identify priorities to advance with the new administration and the legislature.
- Work with executive and legislative branches and partners to implement platform priorities.

#### **SKILLS**

- Experience in state government policy, policy development and implementation or public affairs communication preferred
- Familiarity with the land use and smart growth issues that will be core to the platform
- Ability to synthesize information and write persuasive pieces
- Ability to research policy concepts, recommendations, regulations, and statutes
- Experience working with multiple stakeholders to advance an effort
- Highly organized and able to manage multiple projects and partners simultaneously
- Motivated by the issues in the platform and a strong mission-driven work ethic
- Collaborative work style

Interested and qualified candidates are invited to send a resume, cover letter and salary requirements to Marianne Jann at [njfuture@njfuture.org](mailto:njfuture@njfuture.org).

**New Jersey Future is an Equal Opportunity Employer**