

POSITION AVAILABLE



Policy Associate

ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods and fuel a strong economy. The organization does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. The organization is based in downtown Trenton, N.J.

JOB DESCRIPTION

The policy associate is a full-time position for an experienced professional interested in shaping, articulating and advocating for state policies that advance sustainable water infrastructure and smart growth. The position combines research, policy analysis and development, stakeholder convening, and written and oral communications. Issue areas covered will include an initial focus on stormwater utilities and lead in drinking water as well as other water infrastructure and smart growth topics. The policy associate reports to the managing director of policy and water and will work with other program and policy staff in a collegial atmosphere.

RESPONSIBILITIES

- Researching priority policy issues, including best practices and approaches used elsewhere;
- Analyzing legislative and regulatory proposals and government plans and programs;
- Creating recommendations for policy, programmatic, regulatory and legislative change that consider political and practical realities;
- Preparing policy briefs, white papers, testimony, fact sheets, case studies, recommendation reports and blog posts;
- Educating stakeholders, decision-makers and potential collaborators about policy initiatives;
- Engaging and convening stakeholders as part of collaborative policy development efforts, and forging consensus and fostering coordination where possible;
- Supporting specific policy initiatives in coordination with [Jersey Water Works](#), a collaborative facilitated by New Jersey Future focused on transforming the state's inadequate water infrastructure;
- Representing New Jersey Future at public meetings and on committees.

REQUIREMENTS

- Minimum of three years' experience in relevant experience;
- Solid organizational skills, including ability to organize meetings and work independently;
- Robust oral communications skills and ability to testify at meetings and speak publicly;
- Excellent research and writing ability;
- Experience working with multiple stakeholders to advance an effort;
- Reputation as a team player who works well with others;
- Educational background in planning, public policy, or comparable discipline preferred;
- Familiarity with environment, water management and/or smart growth issues a plus, as is experience in state policy and/or New Jersey affairs;
- Motivated by the organization's issues and a strong mission-driven work ethic; and
- Collaborative work style.

COMPENSATION

Salary and benefits are commensurate with experience, but on the scale of a small non-profit organization.

Interested and qualified candidates are invited to send a resume, cover letter, one short writing sample (no more than five pages) and salary requirements to Marianne Jann at njfuture@njfuture.org.

New Jersey Future is an Equal Opportunity Employer.