

POSITION AVAILABLE



Planning Manager

New Jersey Future is seeking an experienced, entrepreneurial and mission-driven planning professional who is ready to trade-in their professional paycheck for more modest earnings and meaningful work making New Jersey more sustainable, resilient and competitive. This is a full-time or part-time job working within a highly supportive and flexible work environment. The planning manager is an exclusive position with the potential to influence land-use in the state of New Jersey and its communities for decades to come.

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. For more information please visit www.njfuture.org

JOB DESCRIPTION

The planning manager is a full-time or part-time position for an individual with significant planning experience who wants to make a positive impact on the sustainable growth and development of communities throughout New Jersey. New Jersey Future seeks a planning manager to oversee the growth and development of several existing program areas, identify new and complimentary opportunities, serve as an educator and advocate and engage in direct service provision. Current and anticipated policy and planning projects include:

- Aging Friendly Community assessments and advancement
- Community planning for climate change and coastal resiliency
- Downtown economic development and equitable revitalization

The planning manager reports to the executive director, supervises one community planner and occasional consultants and will work with other program and policy staff in a collegial atmosphere.

REQUIREMENTS

- Experience in:
 - Municipal land use policy and practice, especially working in varied settings with elected and appointed officials
 - Effectively educating government officials about the importance of specific planning policies and practices
 - Successfully implementing planning policy and practice changes at the local level
 - Advancing economic development and redevelopment strategies and plans
 - Convening stakeholders to identify and address key land use issues
 - Understanding and advocating for county or state level land-use changes
 - Building and managing a sustainable program or business, including managing staff and consultants
 - Developing and managing complex projects (scope/schedule/budget)
 - Raising revenue through grants and/or fees for service

- Knowledge of:
 - Principles and trends of municipal urban planning
 - Methods for implementation of zoning and other municipal ordinances
 - Application of New Jersey land use rules and regulations, physical design, and economic, environmental and social concepts to the planning process
 - Local government organization, functions and practices
 - Community outreach and facilitation
- Comfortable working with diverse community groups
- Passionate about smart-growth principles and placemaking
- Strong writing and communication skills
- Bachelor's degree with major course work in city, regional or urban planning or a closely related field. AICP and PP accreditations a plus.
- Eight years of professional experience, with emphasis on working with or for local government
- A valid driver's license

RESPONSIBILITIES

- Program development and administration
 - Oversee all planning program initiatives, including staff
 - Identify and pursue opportunities to expand existing programs, including ensuring adequate revenue is in place
 - Increase the number of communities that New Jersey Future works with
 - Assess and improve the positive local impact of all interventions
- Project management and implementation
 - Oversee some individual projects within the planning program, including managing budgets and work plans and carrying out the day-to-day work
 - Provide municipal land use planning expertise on all projects, including evaluating local plans, codes and ordinances
 - Assist with and support the implementation of projects as necessary, including conducting research, convening stakeholders, establishing committees, attending meetings, developing recommendations and writing reports.
- Policy education and advocacy
 - Review state planning and land-use policy issues aligned with New Jersey Future's priorities
 - Convene and attend meetings to educate stakeholders and expand the organization's knowledge base
 - Make presentations to affiliated organizations, community groups, and elected and appointed officials at all levels
 - Develop and maintain working relationships with relevant state and federal agencies
 - Generate and support policy positions and recommendations, including conducting or overseeing research and writing papers
 - Engage the state's network of planners

COMPENSATION

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

Interested and qualified candidates should submit a cover letter including salary requirements, a resume and one short writing sample (no more than one page) to njfuture@njfuture.org.

At New Jersey Future, we embrace differences and advance fairness as core components of our mission and operations. We are committed to ensuring equitable outcomes in our work internally, externally, and programmatically in order to nurture powerful ideas and realize meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.