



## POSITION AVAILABLE

### Policy and Program Coordinator

#### ORGANIZATION

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. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursue a culture of greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. The organization is based in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

#### SUMMARY

New Jersey Future (NJF) is looking for a highly organized, motivated individual to manage the day-to-day operations of New Jersey Future's *Mainstreaming Green Infrastructure (MGI) Program*, through which NJF works to make green infrastructure the first choice for stormwater management. The successful candidate will possess excellent verbal and written communication skills, work independently and in a team, and take on expanding responsibilities in a fast-paced environment while managing many priorities. The coordinator will help shape and articulate policy positions, build consensus with stakeholders, advocate for change and coordinate the logistics of program activities. The candidate must have an interest in issues such as clean water, planning, cities, redevelopment, infrastructure, environmental sustainability.

#### POSITION DESCRIPTION

The Planning and Policy Coordinator, reporting to the Green Infrastructure Director, will manage the day-to-day operations for the MGI Program, the focus of which is to improve watershed protection by reducing polluted stormwater runoff through the implementation of science-based policy, stronger regulations, effective enforcement and widespread use of green infrastructure in development and redevelopment projects. The coordinator will work closely with the Green Infrastructure Director in meeting program milestones. The coordinator will also staff the Green Infrastructure Committee of Jersey Water Works. Jersey Water Works is a collaborative effort of many diverse organizations and individuals who embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with multiple benefits. New Jersey Future provides administrative and programmatic support to the collaborative. The coordinator will work with committee co-chairs to schedule meetings, set agendas, and manage annual work plans. The coordinator will work collaboratively with colleagues in a collegial environment.

## RESPONSIBILITIES

The coordinator's responsibilities will include, but not be limited to:

- **Project management:** Manage the day-to-day operations of the program and ensure timely and efficient progress towards meeting milestones. Draft contracts and scopes of work to hire consultants and regrant funds to nonprofit partners. Manage the program budget in coordination with the Accounting and Office Administrator.
- **Policy:** Assist in shaping state policy for stormwater management through research on best practices, convening stakeholders to build consensus, drafting recommendations, and advocating with state agencies.
- **Communications:** Working with NJF's communications team, write and oversee the preparation of outward-facing communications, including blog posts, social media posts, presentations, webinars, and website updates. Play a lead role in drafting funding proposals and reports.
- **Coordination:** Plan meetings, set agendas, and manage the work of the Jersey Water Works Green Infrastructure Committee, the Developers' Green Infrastructure Task Force, and other relevant groups. Help develop annual work plans and execute programmatic goals.
- **Event planning:** Plan and execute workshops, panel sessions, and exhibitor presence at events.

## REQUIREMENTS

- College degree and at least two years of experience in project management, policy advocacy or similar role.
- Excellent writing skills. Strong verbal communication skills.
- Demonstrated ability to take on ownership of work with a track record of responsible judgment and decision-making to deliver results.
- Ability to adjust to changing priorities, work in a fast-paced environment, and manage multiple projects with competing priorities and timelines.
- Poise in interacting and coordinating with groups of individuals with diverse backgrounds.
- Excellent organizational skills, including the ability to organize meetings, and work independently.
- Willingness and ability to learn new concepts and web-based tools and platforms like Join.me, Basecamp, and Wordpress quickly.
- Experience or interest in one or more of New Jersey Future's key policy areas—water infrastructure, green stormwater infrastructure, planning and redevelopment, and environmental sustainability.

## COMPENSATION

Salary range is \$42,000 - \$47,000 based on the candidate's experience and skills. This is a full-time position with benefits, including health, dental, vision and life insurance, short and long term disability.

## APPLICATION

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



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing 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.*