



POSITION AVAILABLE

Lead-Free NJ Program Manager

SUMMARY

New Jersey Future is seeking an organized, motivated individual to manage the day-to-day operations of **Lead-Free NJ**, an exciting new collaborative working to ensure that children are free from lead poisoning through changes to state and local policy. The successful candidate is committed to environmental and social justice and understands policy advocacy and community organizing. Strong communications, organizational, and teamwork skills are required, in addition to the ability to manage multiple priorities and relationships at the same time. This is a timely opportunity to effect lasting change on one of the state's highest-profile public health issues.

PROGRAM

Every child should grow up healthy, strong, and able to reach their full potential. **Lead-Free NJ** was founded in 2021 as an equitable and inclusive collaborative working to ensure that New Jersey's children are free from lead poisoning and that our environment is lead-safe by advocating for changes to state and local policy. Lead-Free NJ seeks to eliminate racial and economic inequities by focusing on legacy lead hazards in low-income communities and/or communities of color, while also creating the conditions for children to be free from lead poisoning statewide. The collaborative has diverse members: policy advocates, leaders and organizers from impacted communities, and water and housing practitioners. The collaborative's leadership and members include many local representatives, and it partners with community organizing efforts focused on lead. New Jersey Future facilitates the collaborative's efforts, integrating coalition building, community organizing, and state policy advocacy. For more information, visit: www.leadfreenj.org.

RESPONSIBILITIES

The program manager leads Lead-Free NJ's day-to-day work. A successful manager organizes the coalition's activities, orchestrates a coordinated advocacy campaign, and centers the work on the needs and perspectives of directly affected communities. The manager's responsibilities include, but are not limited to:

- Policy advocacy: Coordinate an advocacy campaign of collaborative members to achieve adoption of new state laws, regulations, programs, and spending that address the lead problem holistically, including all major sources of exposure.
- Collaborative management: Recruit and engage diverse members to advance Lead-Free NJ's goals. Work with two co-chairs, a steering committee, several standing committees, and members to advance the collaborative's goals through meetings, shared projects, and communications.
- Coordination with local efforts: Partner with and integrate community hubs, which are grassroots education and organizing efforts striving for lead-free homes and water systems at the local level.
- Communications: Oversee the preparation of professional communications to promote the campaign's agenda through branding, social media, and earned media. Manage the collaborative's website and publish newsletters to provide regular updates to coalition members.
- Event planning: Plan and execute quarterly Lead-Free NJ meetings, committee meetings, trainings, and other events.
- Management: Manage Lead-Free NJ's Community Outreach Coordinator, as well as consultants in the areas of communications and facilitation. Coordinate support from other New Jersey Future staff and external partners who are responsible for communications, government affairs, and policy.
- Funding: Prepare annual foundation reports and proposals.

SKILLS AND EXPERTISE

Strong leadership skills and the ability to motivate, influence, and drive creativity and enthusiasm in others. A deep understanding of the importance of engaging community members and other stakeholders early and often in the decision-making and implementation processes.

- A demonstrated commitment to racial equity and experience working on the issue with others
- A self-starter who assumes responsibility and makes sound decisions
- Team player with a collaborative working style
- Strong verbal and written communication skills; experience interacting with and coordinating a diverse group of individuals
- Excellent organizational skills, including the ability to convene meetings, plan events, and manage multiple priorities and relationships
- Experience with collaborative efforts involving many stakeholders is a plus
- Experience or interest in one or more of Lead-Free NJ's key policy areas—community development, water infrastructure, public health, housing, environmental justice, and sustainability
- College degree or equivalent
- Minimum three years of experience in an advocacy, policy, or community organizing role

COMPENSATION

The salary for this position depends on the candidate's experience and skills and will exceed \$60,000. This is a full-time position with benefits, including 100% employee health, dental, vision, and life insurance, short and long term disability.

APPLICATION

Interested and qualified candidates should submit a cover letter and a resume to HR@njfuture.org. If selected to advance, one or more writing samples will be required.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule.

ORGANIZATION

Founded in 1987, **New Jersey Future** is a nonprofit, nonpartisan organization that promotes sensible and equitable growth, redevelopment, and infrastructure investments to foster healthy, strong, resilient communities; protect natural lands and waterways; increase transportation choices beyond cars; provide access to safe, affordable, and aging-friendly neighborhoods; and fuel a strong economy for everyone. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursuing greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. New Jersey Future is based in downtown Trenton, NJ. For more information, visit www.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.