



POSITION AVAILABLE

Community Planner/Urban Planner

ABOUT US: At New Jersey Future (NJF), we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. NJF offers a fast-paced and supportive work environment. NJF is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

POSITION SUMMARY:

New Jersey Future is seeking a highly organized, motivated individual to join our planning team as we expand our strategic assistance program to foster vibrant downtowns and livable communities for everyone. The successful candidate will have an understanding of local land use policy, planning, and implementation, and will be familiar with municipal governance, comprehensive plans, and land use regulations, as well as community engagement and advocacy. A commitment to social and environmental justice is required. NJF employees work on a hybrid work-from-home and in-office schedule.

POSITION DESCRIPTION:

The community planner/urban planner will work closely with NJF staff and partners to complete place-based assessments and plans and develop local strategies in municipalities across New Jersey. In addition to conducting localized planning work, the planner will work collaboratively to advance local and state policies and practices that promote sustainable and healthy communities throughout the state. Our team is passionate about supporting communities that are confronting climate impacts, intentional about racial and economic equity, and designed for people over cars. The planner performs a range of activities, such as collecting and analyzing data, researching and drafting reports and program content, writing and tracking grants, and engaging stakeholders and partners through development of outreach materials and the design and delivery of targeted stakeholder meetings. The position also involves substantial writing and communication of specific research or project outcomes and the overall mission and priorities of the NJF planning program. The successful candidate will thrive in a multifaceted, dynamic, and collaborative work environment and can work independently to produce professional work products. The position reports to the community planning manager.

RESPONSIBILITIES

- Compile, evaluate, and summarize in writing environmental, economic, demographic, and land use data
- Review planning documents, municipal ordinances, and relevant studies to write local assessment reports and recommendations
- Conduct research and analysis, including quantitative and qualitative data assessments, with the ability to write-up the results of literature reviews, scans of planning tools and resources, and primary interviews
- Attend site visits and take relevant and accurate notes to be used in planning projects
- Write plans, reports, and ordinance and policy recommendations
- Communicate effectively with partners and clients orally and in writing
- Assist with preparing scopes of work and invoices
- Create and deliver professional presentations
- Engage with stakeholders and partners in a professional manner on behalf of New Jersey Future
- Participate in program marketing and client solicitation
- Write and edit articles, newsletter messages, blog posts, meeting minutes, promotional materials, direct emails and letters, etc
- Assist with program development and writing grant proposals

REQUIREMENTS

- Motivated by the organization's mission and dedicated to creating equitable and sustainable communities
- Possess an understanding of smart growth planning principles
- Excellent writing and communication skills
- An understanding of municipal master planning, zoning, and other land use policies and practices
- Experience reviewing or working with municipal ordinances, plans, and policies
- Ability to identify and use relevant data to assess and characterize community features such as, but not limited to, flood risk, community assets or challenges, social capital, vulnerable populations, walkability, connectivity, mix of land uses, density, and proximity
- Ability to conduct secondary research in a timely, thorough, and accurate manner
- Comfortable with prioritizing and completing multiple tasks
- ArcGIS skills sufficient to create maps, conduct basic analyses, and participate in development of land use analysis methodologies
- Attention to detail in producing accurate and meaningful results and products
- Demonstrated ability to work cooperatively and be sensitive to diverse perspectives and positions
- A demonstrated commitment to diversity, equity, inclusion, and justice
- Ability to engage in creative thinking and problem-solving to advance community-building goals
- Flexibility to handle a wide array of tasks and topic areas
- Bachelor's degree in planning or related field or substitute experience
- Minimum one year experience related to community planning

PREFERRED SKILLS AND EXPERIENCE

- Graduate degree in planning or related field
- AICP and/or PP certification
- Five or more years of professional work experience
- Three or more years of professional work experience involving local land use planning
- One or more years of project management experience
- ArcGIS Pro skills and data management capabilities
- Ability to create urban planning design renderings, preferably in an open-source or readily available platform

COMPENSATION: The salary for this position is in the range of \$50,000-\$70,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision, life insurance, short and long-term disability, and a 403(b) retirement plan.

APPLICATION: Interested and qualified candidates should submit a cover letter and a resume to HR@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.