



POSITION AVAILABLE

Advocacy and Government Affairs Manager

ABOUT US: At New Jersey Future, 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. New Jersey Future is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

POSITION SUMMARY: New Jersey Future is seeking an advocacy and government affairs manager with relevant New Jersey experience and appropriate existing state network. The candidate must be energized and motivated by New Jersey Future's policy agenda and issues, and committed to state policy change and the advancement of social justice. An important focus area will be on community-oriented partnership campaigns that bridge local engagement with state policy change. The manager will have the opportunity to influence and implement state policy that will have a profound effect on where and how people live in New Jersey and how vibrant, healthy, and fair their communities will be. The manager will work closely with policy and program staff as well as communications staff, and will report directly to the Policy Director.

WHO WILL BE SUCCESSFUL The person who will be successful at this position and as part of the New Jersey Future team is passionate, creative, open-minded, flexible, self-directed, team-oriented, and willing to learn from mistakes. They are also results-driven, detail-oriented, organized, and responsible. An ideal candidate will combine the skills and experience of public advocacy, government affairs, communications, and campaign management.

RESPONSIBILITIES

The Advocacy and Government Affairs Manager's responsibilities include, but are not limited to:

- **Government affairs:** Coordinate and implement the organization's government affairs program, including:
 - Cultivating and maintaining relationships with executive and legislative branch policy-makers and their staff, and communicating regularly with them.
 - Navigating priority policy issues through the political landscape, including identifying champions.
 - Maintaining a bill tracking system and alerting policy leads when legislation of interest is introduced or moving.
 - Managing weekly internal government affairs meetings with relevant staff.
 - Helping prepare staff for hearings.
- **Policy development:** Working with the policy director and managers, assist with the development of policy priorities, including recommendations for state programmatic, regulatory, and legislative change.
- **Advocacy campaigns:** Coordinate and manage the organization's state advocacy agenda, including:
 - Developing advocacy and campaign strategies to advance those priorities.

- Overseeing the creation and management of select advocacy campaigns.
- **Policy communications:** Working with program and communications staff, shape advocacy messaging, develop statements and op-eds to advance priority issues, and create briefing documents on policy priorities for meetings with decision makers and other stakeholders, including testimony. Present and speak on issues being advocated.
- **Support of broader organizational efforts:** Assist with organizational events, special projects, strategy conversations, and committees. Help build NJF's networks and relationships.

REQUIREMENTS

- Minimum five years of experience in policy, advocacy, government, or related fields.
- Familiarity with at least one of New Jersey Future's key policy areas: state planning and redevelopment, the environment, sustainability, community development, water, or infrastructure.
- Policy experience including working with state policy makers in a government affairs capacity, advancing policy issues through the legislative or executive branches of government, and organizing and implementing a government affairs agenda while working with staff content experts.
- Demonstrated ability to assume responsibility, make sound decisions, and interact with a diverse group of individuals and sectors.
- Team player with a collaborative working style; proven ability to build consensus among a diverse group of actors.
- Motivated by the organization's issues and a strong mission-driven work ethic.
- Excellent and diplomatic verbal and written communication skills.
- Organized and possessing strong project team and meeting facilitation skills.
- A working knowledge of systemic inequities, including an understanding of the historical context and root causes of these inequities.
- Demonstrated commitment to and experience with justice, equity, diversity, and inclusion policies and practices and employment of these values.
- Ability to learn quickly and work well in a fast-paced environment.

COMPENSATION: The full-time salary for this position is in the range of \$60,000-\$76,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision and life insurance, 403(b) retirement plan, short and long term disability, and commuter benefits.

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 may be required, as well as relevant references.

New Jersey Future is currently hybrid, which gives employees the opportunity to work remotely up to three days per week.



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.