

# POSITION AVAILABLE

## Local Assistance Director - Community Planning

**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](http://www.njfuture.org).

**POSITION SUMMARY:** New Jersey Future is seeking an experienced, entrepreneurial and mission-driven planning professional who is ready to help New Jersey communities become more sustainable, equitable, resilient and competitive. The Director will work collaboratively to oversee the growth and development of the Local Assistance program area, identify new and complimentary opportunities, serve as an educator and advocate, and engage in direct service provision. Current planning activities include, community engagement around transformational projects, helping communities access funding for mission-aligned priorities, planning for downtown economic development and equitable revitalization, creating age-friendly communities, and planning for climate change and coastal resilience. The Director will have opportunities to analyze and influence land use policies that impact communities and the state in general. This is a full-time position working within a highly supportive and flexible work environment. The Director reports to the Executive Director, has supervisory responsibilities, works with a co-director and peer directors, oversees and partners with consultants, and will work with other program and policy staff.

### RESPONSIBILITIES

- Program development and administration. Work with a co-director to oversee all local assistance 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.
- Project management and implementation. Provide municipal land use planning expertise on all projects, including evaluating local plans, codes and ordinances. Oversee some individual projects, including managing budgets and work plans and carrying out the day-to-day work. 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. 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. Engage the state's network of planners. Review planning and land-use policy issues aligned with New Jersey Future's priorities as they arise.

### REQUIREMENTS

- Experience in:
  - Municipal land-use policy and practice, especially working in varied settings with elected and appointed officials
  - Successfully implementing planning policy and practice changes at the local level
  - 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, and 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
  - Equitable community outreach and facilitation
- Interested in co-building an expanding organizational programmatic impact area
- Comfortable working with diverse community groups and perspectives
- Passionate about smart-growth principles and placemaking
- Demonstrated commitment to diversity, equity, inclusion, and justice
- 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

**COMPENSATION:** The salary for this full-time position is in the range of \$75,000 - \$95,000 and depends on the candidate's experience and skills. Salary is negotiable. The Director is eligible for annual performance bonuses which are determined at the discretion of the Executive Director.

**BENEFITS:** New Jersey Future values hard work and a healthy work-life balance by offering flexible, family-friendly employment policies. Our competitive benefits package for full-time employees includes 100% employer-sponsored medical, dental, vision, life insurance, short- and long-term disability insurance coverage for staff and partial sponsorship of dependents. In addition, we offer a generous health reimbursement account and options for pre-tax flexible spending accounts for medical and dependent care costs. New Jersey Future employees enjoy a defined contribution 401(k) retirement plan with a variable employer match, flexible work schedules including the opportunity to work partially remotely, generous paid time off policies, and paid holidays. To encourage use of public and active transportation, we offer commuter transit subsidies and access to a company car for work meetings. New Jersey Future is committed to the growth and development of staff and fostering a creative, inclusive workplace culture.

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

**APPLICATION:** Interested and qualified candidates should submit a cover letter and a resume to [HR@njfuture.org](mailto:HR@njfuture.org). If selected to advance, a brief writing sample that is original content (not edited or contributed to by someone other than the applicant) will be required and a brief assignment may be given. Relevant references will also be required. NJF currently is unable to sponsor or take over sponsorship of an employment visa at this time. If hired, employment eligibility verification will be carried out upon selection.



*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.*