



POSITION AVAILABLE

Policy and Program Coordinator

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 (NJF) seeks a skilled, organized, and motivated individual to work with NJF's [Funding Navigator](#) Program and on water infrastructure policy. This position addresses equitable access to water infrastructure funding through technical assistance and policy research. 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, fun, and collegial environment while managing many priorities. The coordinator will shape and articulate policy positions, work with water systems to understand their financial needs and coordinate the logistics of program activities. This position will report to the Funding Navigator Program Manager and work with the Policy Director for Water. The coordinator will collaborate and may help support colleagues working on related projects.

RESPONSIBILITIES

- In coordination with the Funding Navigator Program Manager, support projects and day-to-day operational tasks within the program and ensure timely and efficient progress toward milestones.
- Assist in shaping state policy through research on best practices, convening stakeholders to build consensus, drafting recommendations, and advocating with state agencies.
- Evaluate government, utilities, and infrastructure project budgets and funding alternatives to recommend improvements.
- Write and support the preparation of outward-facing communications, including blog posts and presentations, in coordination with NJF's communications team.
- Play a lead role in drafting funding proposals and grant reports.
- Manage the backbone work of several groups, such as the Jersey Water Works [Asset Management and Finance Committee](#), in coordination with co-chairs, including meeting agendas, committee meeting logistics and administrative tasks, and committee work planning and tracking.
- Help develop annual work plans and execute programmatic goals.
- Plan and execute workshops, panel sessions, and exhibitor presence at events.
- Draft contracts and scopes of work to hire consultants.
- Manage internal budgets in coordination with your supervisor and the Director of Finance and Administration.
- Recruit, hire, and supervise an intern as needed.

REQUIREMENTS

- Bachelor's degree and at least two years of experience in project management, policy advocacy, or a similar role.
- A demonstrated commitment to diversity, equity, inclusion, and justice.
- Demonstrated ability to take on ownership of work with a track record of responsible judgment and decision-making to deliver results.
- Excellent writing skills. Strong verbal communication skills.
- Excellent quantitative analysis, financial review, and research skills.
- Ability to adjust to changing priorities, work in a fast-paced environment, and manage multiple projects with competing priorities and deadlines.
- 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 quickly.
- Experience or interest in one or more of NJF's key policy areas—water infrastructure, planning and redevelopment, budget policy, state-level policymaking, and equity.
- Motivated by the organization's issues and a strong mission-driven work ethic.

COMPENSATION: The salary for this full-time position ranges from \$45,000 to \$60,000 and depends on the candidate's experience and skills. Salary is negotiable.

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. We offer commuter transit subsidies and access to a company car for work meetings to encourage public and active transportation. 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. If selected to advance, a brief writing sample with 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 cannot sponsor or take over the sponsorship of an employment visa. 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.