



POSITION AVAILABLE

Policy Manager, Housing and Land Use

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 and is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

POSITION SUMMARY: The Land Use and Housing Policy Manager is a motivated and experienced policy professional who can identify, research, and advance successful efforts to change state and local laws, rules, programs, investments and practices consistent with the organization's mission and strategic plan. This involves developing and articulating policy goals and advancing them strategically typically by collaborating and communicating with colleagues, partners, government officials, and the media. The Policy Manager will report to the Policy Director for Land Use and will have significant room to grow and take on larger responsibilities. New Jersey Future offers a fun, fast-paced, supportive work environment and the ability to make a difference.

RESPONSIBILITIES

The Housing and Land Use Policy Manager's responsibilities include, but are not limited to:

- **Working with program staff** responsible for land use policy, government affairs, research, communications, and programmatic support.
- **Developing policy recommendations** by staying current on relevant policies, guiding and conducting the necessary research, convening stakeholders to build consensus, proposing effective and pragmatic recommendations, and working closely with the Policy Director and the Advocacy and Government Affairs Manager to shape and implement strategy.
- **Advancing program and policy goals** through project and campaign management, partnerships, coalition building, message development, internal collaboration, and selective implementation. Assisting with the program communications strategy and tasks in collaboration with the organization's communications team.
- Current policy priorities under the Housing and Land Use Policy Manager's purview include:
 - **Housing**--Creating compact, walkable, mixed-use places with stable, affordable housing; fostering inclusive communities without economic and racial barriers; and revitalizing distressed communities. Advance this agenda by managing the Great Neighborhoods for All campaign, an inclusive, collaborative effort
 - **Age-friendly communities**—Advancing age-friendly communities through the organization's smart growth land use policies and partnership organizations.
- **Fundraising:** Prepare grant reports and proposals.
- **Support of broader organizational efforts:** Assist with organizational events, special projects, strategy conversations, and committees. Help build NJF's networks and relationships. Help oversee NJF submissions, keynotes, and plenaries at the Planning and Redevelopment Conference.

REQUIREMENTS

We prefer a highly organized candidate with experience in policy analysis, policy communication, and consensus-building who can operate independently and collaboratively and meets the following criteria:

- Minimum three years of experience in policy, advocacy, government, or related fields
- Familiarity with at least one of NJF's key policy areas—state policy, planning and redevelopment, the environment, housing, strong communities —or a strong desire to learn
- Excellent research and writing abilities
- Basic public speaking skills
- Effective organizational skills, including the ability to coordinate and facilitate meetings
- Demonstrated ability to assume responsibility and make sound decisions
- Team player with a collaborative working style, and an ability to build consensus among a diverse group of individuals, and a record of interdisciplinary work and intercultural collaborations
- Ability to work independently and remotely
- A working knowledge of systemic inequities, including an understanding of the historical context and root causes of these inequities, as well as strategies to overcome them
- Commitment to and experience with justice, equity, diversity, and inclusion policies and practices, as well as an understanding of how they can be implemented in the workplace
- Comfortable with self-reflection, eager to learn, and capable of working through conflict honestly and openly
- Motivated by the organization's issues and a strong mission-driven work ethic
- Bachelors or advanced college degree.

COMPENSATION: The salary for this position level is in the range of \$65,000 to \$85,000 and depends on the candidate's experience and skills. There is room for advancement. 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. To encourage the 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. 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.