



## POSITION AVAILABLE

### Project Manager, Climate Adaptation (Temporary, Part-Time)

**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, community partnerships, 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](http://www.njfuture.org).

**POSITION SUMMARY:** New Jersey Future (NJF) seeks a skilled, organized, and motivated individual to manage policy-oriented programs with a primary focus on NJF's climate adaptation policy agenda on an interim basis. This part-time, temporary position will be for 10 to 20 hours per week from December 2024 through June 2025 and will be continuing work that has already been started. The work involves developing and articulating policies, advancing them strategically, providing technical assistance, and collaborating and communicating with colleagues, partners, government officials, and the media. The Project Manager will work with a talented team and report to the Water Policy Director, Diane Schrauth while advancing the organization's broader mission. NJF offers a fun, fast-paced, and supportive work environment and the opportunity to make a difference.

#### RESPONSIBILITIES

- Shape state policy on climate change adaptation by convening stakeholders to build consensus, developing recommendations, and advocating with state agencies and legislators. Specific projects will include:
  - Advocating for the development of measurable climate change adaptation metrics, including the progress of green infrastructure implementation.
  - Recommending that climate change adaptation targets be adopted by the state Interagency Council on Climate Resilience.
  - Working with state and national partners to advance research and discuss a strategy to guide future investments in flood-prone areas.
  - Exploring options to establish a dedicated climate resilience fund for New Jersey to fund climate change adaptation projects, including nature-based solutions like green infrastructure.
- Provide resources on climate adaptation tools, focusing on nature-based solutions like green infrastructure. Specific projects will include:
  - Updating the Municipal Green Infrastructure Toolkit to include information on climate-resilient infrastructure, including green infrastructure.
  - Providing guidance on enhanced stormwater management planning that includes climate hazards, as required by NJDEP's REAL rule change.
- Identify at least one community in the Delaware River Watershed to pilot enhanced stormwater management planning.
- As needed, this position will:
  - Evaluate legislation, regulations, permits, and ordinances in order to recommend improvements.

- Work with program staff responsible for water policy, land use policy, government affairs, research, communications, and programmatic support.
- Write and oversee the preparation of outward-facing communications, including op-eds, press statements, blog posts, and presentations, in coordination with NJF's communications team.
- Support broader organizational efforts by assisting with organizational events, special projects, strategy conversations, and committees and building NJF's networks and relationships.

## REQUIREMENTS

- College degree and at least five to eight years experience in project management, policy advocacy, or a similar role.
- Experience in one or more of the following areas: climate adaptation policy, water infrastructure, green stormwater infrastructure, state policy, planning and redevelopment, the environment, sustainability, or strong communities.
- A demonstrated commitment to diversity, equity, inclusion, and justice.
- Demonstrated ability to assume responsibility, make sound decisions, and interact with a diverse group of individuals and sectors.
- Poise in interacting and coordinating with groups of individuals with diverse backgrounds, including the ability to coordinate and facilitate meetings
- Solid organizational skills, including the ability to manage multiple projects with minimal supervision.
- Excellent verbal and written communication skills.
- Ability to adjust to changing priorities, work in a fast-paced environment, and manage multiple projects with competing priorities and deadlines.
- Willingness and ability to learn new concepts quickly.
- Motivated by the organization's issues and a strong mission-driven work ethic.

**COMPENSATION:** This is a part-time, temporary position, averaging approximately 10-20 hours per week for approximately 16-24 weeks. The salary will be commensurate with experience. Third-party consultants charging for-profit, market rates need not apply. As a part-time employee, you are not eligible for benefits, such as disability, health, dental, vision, or life insurance. No paid time off will be accrued, but you will earn one hour of sick time for every 30 hours worked. NJF will work with the successful candidate to determine the specific start and end dates.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule. NJF will work with the successful candidate to determine their hybrid work arrangement and 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, relevant references and a brief writing sample with original content (not edited or contributed to by someone other than the applicant) may be required. NJF currently is unable to sponsor or take over the 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.*