



**Organization: PlanSmart NJ**

**Position: Executive Director**

PlanSmart NJ is an independent, non-profit planning and research organization committed to improving the quality of community life through the advancement of sound land use planning and regional cooperation. With nearly five decades of experience shaping land use policy in the state, PlanSmart balances expertise and real-world contexts in framing issues to find constructive solutions, create innovative tools and strategies to better inform land use decision-making and public policy in New Jersey.

**Overview**

PlanSmart NJ seeks a dynamic and experienced executive director to lead the organization into its next half-century. This person needs to possess skills necessary to manage a non-profit organization and demonstrate an ability to be collaborative, entrepreneurial, innovative, and passionate about PlanSmart NJ and opportunity to influence and implement change.

**Responsibilities**

The successful candidate will be based in PlanSmart NJ's Trenton, NJ office and will report to the organization's Board of Directors. The Executive Director's primary responsibilities include:

- Development, in consultation with the Board, of research and a policy agenda to further the goals of the PlanSmart NJ;
- Execution of policy briefings, policy summits, roundtables, workshops and other opportunities to develop and communicate PlanSmart NJ's research and policy agenda;
- Development of communications and advocacy strategies to articulate PlanSmart NJ's research, policy positions, planning tools and recommendations, including acting as a spokesperson for the organization;
- Development and management of key relationships that will allow PlanSmart NJ to fulfill its mission.
- Fundraising through corporate and public sponsorship, conference and event sponsorship, successful grant writing, membership retention and expansion, contract commissions and other similar strategies;
- Management and oversight of staff;
- Management and oversight of the budget and financials;

**Qualifications**

The successful candidate will have experience in non-profit management in the field of planning or public policy. In addition, s/he will have the following qualifications:

- Experience in managing a similar type non-profit, trade or advocacy organization.

- Familiarity with regional land use policies and practices, natural resource conservation, urban and suburban revitalization, infrastructure planning, economic development and/or housing issues;
- Familiarity with related disciplines such as policy analysis, demographics, economics, social equity, and civic engagement;
- Familiarity with New Jersey, including an understanding of its municipal, county and state governments, agencies, institutions and advocacy organizations;
- A track record of successful fundraising;
- Excellent writing, speaking, listening and communication skills, including experience managing public relations and press;
- Experience with project and contract management;
- Degree in planning, public policy, economics, geography or a related discipline (advanced degree preferred but not required);
- AICP membership and a NJ Planner's License are desirable but not required.

## **Background**

PlanSmart NJ's research features a regional approach to planning and problem-solving, addressing complex issues through holistic, inclusive, fact-based research designed to develop consensus-driven, sustainable solutions. PlanSmart is committed to the development and support of compact livable communities, the conservation of natural resources, the creation of an attractive climate for business investment, well-maintained infrastructure, state-of-the-art transportation and transit systems, the protection of environmentally sensitive land, and the creation of a range of housing opportunities for New Jersey's citizens. Those seeking a position with the organization should possess a similar passion for the advancement of these issues.

**Salary:** Salary will be based upon qualifications, background and experience.

**Application:** Applicants should submit to [info@plansmartnj.org](mailto:info@plansmartnj.org) a cover letter via email, resume and an already existing brief writing sample (article, white paper, etc.) prepared by you.