



Urban Habitat

Founded in 1989, Urban Habitat's mission is to democratize power and advance equitable policies to create a just and connected Bay Area for low-income communities and communities of color. We bring race and class to the forefront of transportation, land use, and housing policies to create a more equitable region.

Program Manager of Equitable Development

Urban Habitat's Program Manager of Equitable Development will provide policy analysis, research, technical assistance, and advocacy support to local and regional policy and advocacy campaigns that advance equitable development through land use planning, housing, transportation, and climate justice. Much of this work will take place within coalitions, and the position will play a lead role in coalition coordination, infrastructure development, and policy advancement. The Program Manager of Equitable Development will also participate in the organization's leadership development programs.

Summary of Duties/Responsibilities

- Support the development of Urban Habitat's policy agenda and strategy at the regional and local levels, with a focus on regional housing and transit opportunities. This includes working with community-based land use, housing, and transportation justice campaigns and coalitions.
- Take a leadership role in coalitions and other collaborative formations, including responsibilities such as general coordination, meeting facilitation, identify advocacy opportunities, and shaping advocacy strategies.
- Monitor the political landscape for strategic opportunities to advance Urban Habitat's priority campaigns and programs. Research and analyze local, regional, state and, national policies that are relevant to our equitable development goals; design innovative policies and advocacy strategies that build on our existing expertise and relationships.
- Mobilize policymakers, community and labor allies, and other key stakeholders around our policy agenda and strategies at the local and regional levels.
- Work with Urban Habitat's community partners to identify opportunities to provide technical assistance, trainings, and campaign support.
- Conduct research, provide analysis, and develop original reports that amplify our work, support our campaigns, and contribute to movement building. Provide data, analysis, and articles for our website and other publications.
- Research and create curriculum and training resources for leadership development programs and to support partner campaigns on land use, housing rights, transportation justice, and climate justice.
- Support BCLI placement and identify opportunities to align BCLI alumni advocacy with our policies and campaigns.

- Support the development of regular communications, media, and social media to enhance Urban Habitat’s fundraising, outreach, media, and public relations.
- Represent Urban Habitat at conferences, public meetings, and media events, as needed.
- Participate in strategic planning for the organization as a whole and for specific policy/program areas.
- Support Urban Habitat’s fundraising goals through participation in funder meetings, briefings, proposal development, and completing grant reports.
- Coordinate special projects, assignments, activities, and other duties as assigned.

Summary of Qualifications

- ***Education and training:*** Master’s degree in urban planning, urban studies, environmental studies, economics, public policy, or equivalent experience such as policy manager for planning, housing or transportation organization.
- ***Work experience:*** At least three (3) years experience in public policy, public administration, public health, urban planning, community development, or social/environmental justice field.
- ***Specific skills/subject knowledge:***
 - Capacity to utilize a wide array of research methods, including but not limited to: public information requests, government reports, telephone inquiries, quantitative analysis relevant to transportation, GIS, and key informant interviews.
 - Demonstrated ability to effectively communicate policy analysis and research results, including development of conclusions and persuasive arguments for individuals outside the organization, as appropriate.
 - Knowledge and experience working on regional equity and climate policy, urban planning (ideally land use and climate), and housing rights from an equity perspective.
 - Experience working with or significant exposure to grassroots organizing.
 - Experience with coalition coordination and facilitation.
 - Ability to build effective relationships with community, policy, labor, and government stakeholders; existing relationships in Bay Area politics and social/environmental justice organizations a plus.
 - Demonstrated experience developing and leading successful policy campaigns and/or programs focused on environmental, social, and/or economic justice.
 - Capacity to evaluate and prioritize campaign opportunities to ensure that they maximize Urban Habitat’s overall campaign and organizational goals.
- ***Additional qualities candidate should possess:***
 - A strategic and creative problem-solver who can contribute to the development of a regional equity vision and policy agenda and support movement building.
 - Understanding of environmental, social, and economic justice issues and a demonstrated commitment to positively impact low-income communities and communities of color.
 - Excellent oral and written communication skills.
 - Organized and detail-oriented. Takes initiative, is creative and resourceful.

- Ability to effectively manage multiple projects and work well under tight deadlines.
- Computer skills with proficiency in Microsoft Office.
- Bilingual preferred.

Characteristics of the Position

- Travel throughout the nine Bay Area counties.
- Requires evening and weekend activities. These may include, but are not limited to, meetings and workshops.
- Tasks may involve extended periods of time at a keyboard or workstation.

Salary Range: \$62,000 to \$75,000, DOE

Application Instructions

Applications will be reviewed on an on-going basis until the position is filled. Interested candidates should e-mail a cover letter, resume, and three references to jobs@urbanhabitat.org. Please put “Program Manager of Equitable Development” in the subject line of your email.

Urban Habitat is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.