

# Join Our Team

## WE ARE SEEKING A DIRECTOR OF POLICY AND PLANNING

Founded in 1963, the Pratt Center for Community Development works for a more just, equitable, and sustainable city for all New Yorkers. As part of Pratt Institute, we leverage professional skills in planning and policy research and analysis to work on the ground with community-based organizations to challenge systemic inequities and advance sustainable development.

In collaboration with partners, we aspire to:

- A shift in the balance of power toward people of color and other marginalized low-income communities and away from those whose privilege has afforded them disproportionate power.
- Processes and outcomes for planning and policy that are inclusive and address historic harms in order to guarantee full human rights for all New York City's residents.
- An equitable economy that provides decent, secure employment and entrepreneurial opportunity for all New Yorkers and acknowledges and acts upon critical barriers to entry for people of color and women
- Climate justice as the product of efforts led by communities most impacted by climate change to upend racial, social, and economic inequities perpetuated by environmental degradation.
- A robust, racially and socioeconomically diverse field of community planners, urban planning and community development professionals.

Learn more at [prattcenter.net](http://prattcenter.net)



# DIRECTOR OF POLICY AND PLANNING

Pratt Center currently seeks to hire a Director of Policy and Planning (DPP) to lead in the development of our policy & advocacy initiatives on issues including economic and workforce development, transportation, sustainability and environmental justice, land use, and community development. The DPP will supervise a staff of urban planners and GIS specialists who manage data-driven research projects, community planning technical assistance projects, and other collaborations with research and community-based partners. The DPP will lead the development of new grant-funded or client-based policy and urban planning projects; and will oversee project implementation and development of deliverables including community plans, data visualizations, and policy platforms. The DPP is responsible for the delivery of all of Pratt Center's policy-related communications, including positions and testimony, policy reports and issue briefs, and other communications.

Under the guidance and supervision of the Deputy Director, the DPP works as a member of the senior leadership team of Pratt Center and collaborates with the Deputy Director and Executive Director on setting the goals and objectives that enable the Center to meet its mission. This position has considerable contact and communication with non-Pratt entities including community-based groups, elected officials, city agency representatives, and many other external partners.

## Primary Responsibilities

- Lead the development of Pratt Center's policy and advocacy campaigns
- Oversee policy research, collect (or oversee collection of) and analyze original and secondary data, develop policy reports and other products
- Oversee the community planning team; responsible for the development of work plans and budgets and implementation of all project tasks and creation of deliverables.
- Coordinate the use of a wide range of methods (planning, demographic, economic, and statistical research; GIS; participatory action research and surveys; etc.) to identify key issues, develop public policy solutions, and advocate for policy change.
- Support policy research projects being conducted by program staff, from inception to publication, in coordination with communications staff.
- Serve as lead staff member to research and write reports for select policy projects.
- Represent Pratt Center in meetings with community-based organizations and clients, collaborating colleagues, at general community and coalition meetings, and with other stakeholders, including policymakers, and press.
- Supervise staff, interns and consultants as assigned

## Qualifications

Education: Master's degree in Urban Planning, Policy or related field; or equivalent work experience.

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## Experience:

- Five years minimum experience in urban policy and planning-related projects, research and/or policy development, and/or experience working in community-based organizations in low-income communities/communities of color.
- Experience with community and/or political organizing and a strong understanding of the various roles played in that process.
- Must have a high level of comfort in group settings with diverse stakeholders, and experience designing and implementing data-driven policy projects where racial, social and economic justice are a central theme.
- Must have considerable experience and comfort with public speaking, persuasive argumentation in group settings, and media advocacy.
- Some project management experience is required.

## Skills:

- Strong communication skills (written and verbal)
- Demonstrated community planning skills
- Strong data manipulation and analysis and spatial visualization skills
- Knowledge of community-based planning issues, including zoning and land use policy
- Familiarity with transportation, environmental justice, racial justice, real estate development, and affordable housing issues - as well as the New York City advocacy community working in these issue areas
- Strong personnel management skills
- Must be adept with Microsoft Office products

Individuals from diverse backgrounds, including people of color, women, and LGBTQ-identified individuals are encouraged to apply. Pratt Institute is an equal opportunity employer and recognizes and values the benefits of a diverse workforce.

## To Apply

Interested applicants are required to apply online through Pratt Institute's hiring portal: <https://apply.interfolio.com/67499>

Candidates for the position of Director of Policy & Planning should submit the following via the portal:

1. A cover letter explaining why you are interested in this position and in what ways you believe you are qualified for it;
2. Your resume or CV;
3. A brief work sample that displays your written communications skills (e.g., policy position paper, recent plan or research report, short academic paper, etc.). The writing sample should not exceed 10 pages.

Incomplete applications will not be considered. This position will remain open until filled. No calls please.