



Program Manager of Equitable Development Oakland, California

About Urban Habitat

Founded in 1989, Urban Habitat brings race and class to the forefront of transportation, land use, and housing policies to create a Bay Area where low-income people of color can live in just and connected neighborhoods. We partner with local organizations to win equitable policies and build power so low-income people of color can thrive and prosper in their communities.

We are a small and nimble organization that helps build movement infrastructure for transformative change that addresses structural inequities impacting historically disenfranchised communities.

Position Overview

The Program Manager of Equitable Development will report to the Director of Housing Justice and 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 Core 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.
- Support Urban Habitat's fundraising goals through participation in funder meetings, briefings, proposal development, and completing grant reports.
- Participate in strategic planning for the organization as a whole and for specific policy/program areas.
- 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 of experience in public policy, public administration, public health, urban planning, community development or organizing in the 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 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.
- As of January 2023, we are working in the office two days a week. It is Urban Habitat's policy that all staff be fully vaccinated before hire (there are exceptions for certain medical or religious reasons).

Compensation

The salary for this position is between \$68,000 and \$82,000 depending on experience, with full medical, dental and vision benefits with employee premiums paid 100% by Urban Habitat (based on Kaiser rates). We offer a generous vacation and holiday policy, as well as monthly public transportation and personal wellness stipends.

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.

Equal Opportunity Statement

Urban Habitat is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, trans and gender non-conforming people, people with disabilities; and/or formerly incarcerated people.