



1000 Friends of Florida Seeking Policy and Planning Director

September 2023

www.1000friendsofflorida.org

About 1000 Friends of Florida

The state's leading nonprofit smart-growth advocacy organization, 1000 Friends of Florida is building better communities and saving special places in one of the fastest growing states in the nation. We promote sustainable, walkable, resilient and equitable communities that provide residents with affordable housing choices and transportation alternatives. We work to protect natural lands that cleanse and store fresh water needed for residents, agriculture and the environment, provide refuge for wildlife, and support abundant recreational opportunities for residents and visitors alike. Above all, we strive to give citizens a meaningful role in shaping the futures of their communities and state.

Founded in 1986, 1000 Friends of Florida is a 501(c)(3) nonprofit membership organization sought out for its ability to research, analyze and frame issues and solutions. Its well-earned reputation as a respected, knowledgeable, nonpartisan advocate for our diverse citizens and state's needs will continue to be an important tool in advancing a smart-growth agenda.

Position Summary

1000 Friends of Florida is seeking a highly motivated individual with a strong vision and passion for land-use planning to become its next Policy and Planning Director. Additional experience in legislative lobbying is preferred. The Policy and Planning Director is a key part of 1000 Friends' team that provides guidance on critical growth and development issues, including community planning, conservation, resilience, water quality, transportation and affordable housing. This person will work closely with the President and other staff to collaborate, plan, and act upon issues in a way that advances the organization's mission and reflects the prevailing view of its Board of Directors. The Policy and Planning Director will represent 1000 Friends in local, regional, and state coalitions as well as in public engagement opportunities, including in legislative hearings and contacts with media. The Policy and Planning Director will coordinate special planning projects, including studies and workshops, as needed. This position will require travel to represent the organization at public events. An ideal candidate will have a deep commitment to our mission, be collaborative and possess excellent communication skills. This position is based in Tallahassee, Florida.

Key Responsibilities:

- Review, evaluate and provide recommendations on comprehensive plan amendments, zoning changes and other community planning proposals
- Identify, track and analyze state legislation and regulations that affect growth management and community planning
- With staff, help develop strategies, messaging and outreach to implement 1000 Friends' nonpartisan legislative and policy agenda at the state and local levels
- Build and maintain relationships with lawmakers, legislative aides, local government officials, planning staff and other key stakeholders to advance 1000 Friends' smart-growth goals
- Advocate and defend policy positions in public testimony before state and local decision makers and regulatory agencies

- Initiate, coordinate and lead special projects
- Analyze local comprehensive plans to provide guidance to communities at 1000 Friends' 2040 workshops (<https://1000fof.org/county/>)
- Respond to inquiries from citizens concerned about growth and development issues, providing them information and guidance
- Work with allied organizations and within coalitions to further 1000 Friends' policy agenda
- Work with developers, local governments and planners to encourage sustainable development
- Represent the organization in public appearances and presentations in state and local forums, conferences and meetings, traveling as necessary
- Cultivate media relationships for press events and interviews to further the organization's mission and messaging
- Assist in development and donor relations

Required Qualifications:

- Bachelor's degree required, with at least five years of experience or advanced degree preferred, with demonstrated focus on urban planning or law or related field
- At least five years of experience in policy, strategy, public policy and/or legislation; working within or directly with regulatory agencies is a plus
- General knowledge of national, state, and local laws and regulations pertaining to land development, property rights, environmental rules, resilience and growth management
- In-depth knowledge of Florida growth management laws and process at state and local levels
- Excellent analytical, speaking and writing skills, with the ability to translate complex policy issues into clear and concise messages
- Demonstrated ability to build and maintain relationships with government officials, legislators, allied organizations and other stakeholders
- Understanding of Florida's political landscape, civics, legislative process, planning and environmental policy issues
- Exceptional team player with a demonstrated ability to contribute positively to a collaborative environment
- Ability to proficiently use technology, including Zoom, social media, Microsoft Outlook, Word, PowerPoint, and Excel.

Benefits:

- Individual health insurance
- Retirement account — 401k with 3% employer match
- Four weeks annual vacation
- As a non-profit, 1000 Friends qualifies under the Public Service Loan Forgiveness Program

Job Type: Full time

Reports to: President

How to apply:

Submit a cover letter, resume, three professional references with contact information, relevant writing samples and salary requirements by Friday, Oct. 20, 2023 to:

Paul Owens, President
 1000 Friends of Florida
powens@1000fof.org

Applications will be reviewed on a rolling basis and accepted until the position is filled.

1000 Friends of Florida is an Equal Opportunity Employer