



JOB ANNOUNCEMENT

Land Use Program Director

(Full-Time, Exempt)

BACKGROUND: TransForm works to create world class public transportation and walkable communities in the Bay Area and beyond. We build diverse coalitions, influence policy, and develop innovative programs to improve the lives of all people and protect the environment. We can only achieve this by working with people from a wide variety of backgrounds, abilities, and perspectives.

Starting in 2006, TransForm co-founded and now coordinates the Great Communities Collaborative (GCC), which brings together over twenty partners to ensure that communities across the Bay Area have the tools, training and assistance they need to participate effectively in planning vibrant, sustainable and equitable communities.

With the passage of California's ground-breaking climate change legislation (such as SB 375), this work is only becoming more important. Supportive local plans are vital to the development of the comprehensive regional transportation and land use plan required by SB 375.

ABOUT THE POSITION: A newly-created position, the Land Use Program Director will lead TransForm's land use team's work in the Great Communities Collaborative.

KEY RESPONSIBILITIES:

- Lead and manage TransForm's four-person land use team, providing strategic direction and maintaining strong lines of communication and coordination among team members.
- Direct campaigns, in coordination with partner groups, to educate, organize and involve community residents in planning and development decisions in neighborhoods near transit.
- Oversee development, use, and management of GCC tools and infrastructure to support community understanding of and engagement in planning and development decisions (e.g. Great Communities Toolkit, greatcommunities.org website and intranet).
- Manage the land use team's work plan in coordination with over 20 partner organizations.
- Prepare and manage a complex program budget, including contracts with and sub-grants to multiple program partners.
- Organize and facilitate periodic meetings with partner groups and community residents.
- Support fundraising activities in collaboration with TransForm's development staff: write grant proposals and reports.
- Direct media and online communications coordinated with TransForm's communications staff: design strategic media campaigns and write/edit media and online materials.
- Coordinate with other TransForm programs to ensure consistent advocacy positions and communications messages.
- Represent TransForm and the Great Communities Collaborative at conferences, meetings, and with the media.

The Land Use Program Director will report to the Deputy Director, work closely with partner organizations and staff, and work out of TransForm's Oakland office. This is a full-time exempt position with excellent benefits.

Given the breadth of TransForm's work on the Great Communities Collaborative, the specific work plan will be tailored to fit the skills and experience of the new Land Use Program Director.

QUALIFICATIONS:

- At least six years of related experience with a record of increasing responsibility.
- Master's degree in planning or other related field preferred and may be considered to substitute for two years of required experience.
- Sophisticated understanding of and facility with issues involved in planning and implementing successful transit oriented developments, such as community benefits, parking policies, affordable housing, and local hiring.
- Demonstrated understanding of advocacy campaigns, including community organizing, political analysis, and media.
- Familiarity with the Bay Area development context and with California planning and redevelopment practices preferred.
- Experience preparing and managing complex work plans and budgets, preferably including experience with accounting software or expert knowledge of Excel.
- Demonstrated ability to effectively manage and support staff members while maintaining a strong team environment.
- Experience working with and building consensus among a range of partners, such as community, policy, labor, and government.
- Experience with grant writing preferred.
- Demonstrated commitment to social and economic justice and ability to work effectively with individuals of varying ethnic and cultural backgrounds, age, and education level.
- Excellent writing, group presentation, and meeting facilitation skills.
- High proficiency in Microsoft Office software.

COMPENSATION AND BENEFITS: Full-time (37.5 hours/week), exempt, salary commensurate with experience and competitive with other non-profits. Compensation includes health and dental insurance, generous vacation time, and an exciting team-oriented work environment. TransForm also administers an employee contribution 403(b) retirement plan and participates in the Commuter Check program.

HOW TO APPLY: Please send a short, descriptive cover letter, resume and salary requirements to: TransForm, 436 14th Street, Suite #600, Oakland, CA 94612 or email (AS ATTACHMENTS) to: LUPDjob@TransFormCA.org. In your cover letter, please describe how you are a good match for this job, with particular focus on your interest and experience in land use planning, community organizing/advocacy, program management, and personnel management. This position will be open until filled. We expect to start interviews the week of February 8.

Visit www.TransFormca.org for more information about TransForm.

TransForm is an equal opportunity employer.

People of color and women are strongly encouraged to apply.