



JOB ANNOUNCEMENT

Tri-Cities Program Manager (Part-time)

We work throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources.

About Futurewise

Futurewise is the only statewide environmental non-profit in Washington dedicated to ensuring that state and local governments manage population growth responsibly. Founded in 1990, Futurewise (formerly 1000 Friends of Washington) has established an impressive track record in growth management issues as the state's primary advocate for smart growth policies.

The goal of Futurewise is to protect the future of Washington for all of its citizens by ensuring that growth happens in a way that is beneficial to everyone. Futurewise is working on several ambitious efforts to ensure that Washington and its communities are making sound decisions to address growth and development in a proactive, equitable manner. The current work program includes:

- **Increasing Community and Resource Protections.** Futurewise is working to ensure that communities across the state permanently protect working farms and forests, and work to ensure healthy rivers, lakes wetlands and shorelines.
- **Creating Livable, Equitable Communities.** Futurewise encourages communities in Washington to embrace the "best practices" of livable, equitable communities, and to advance land-use policies that encourage density, create affordable housing, prevent displacement, and take advantage of transit-oriented development opportunities.
- **Strengthening the State's Role in promoting sustainable growth.** Futurewise works at the state-level to advance and shape legislation that supports affordable housing options, promotes equitable and sustainable transportation options, and protects and strengthens growth management and environmental protection laws.

Position Responsibilities

Futurewise was recently awarded funding through the Columbia River Keeper to develop a Tri-Cities program that supports progressive land use policy and addresses stormwater pollution prevention. As a part of that funding responsibility, Futurewise is hiring a local, on-the-ground program manager in the Tri-Cities to advance an environmental agenda that aligns with our grant funding, our mission and values, and the priorities of the local environmental community. This operational model has worked well for Futurewise, particularly in Snohomish, Pierce and Spokane Counties, where embedded staff have built programs of advocacy and community organizing with policy, legal and management support from our staff in the Seattle office.

The primary responsibilities of the position are as follows:

Program Management

- Work with community organizations and individuals to develop plans, policies, and programs to achieve more sustainable communities: protecting natural resource lands and water resources; encouraging stormwater pollution prevention, green infrastructure and multi-modal transportation opportunities; exploring climate mitigation and adaptation; and, improving health and economic outcomes for urban and rural communities;
- Establish an annual work plan that identifies opportunities for engagement on local policy priorities based on community conditions, needs, and policy barriers.
- Integrate a racial equity frame for the annual work plan, and make an intentional effort to engage and partner with communities of color and person of color led organizations;
- Build coalitions, achieve consensus, educate the public, produce written documents, and advocate in regard to smart growth planning and policies;
- Assist with program evaluation, including evaluating metrics, benchmarks, and impact for continuous program improvement; and,
- Collaborate with stakeholders including local government, community based organizations, and funding partners, and contribute to the broader organizational goals.

Leadership and Communication

- Develop and implement a communications plan, including social media tools, to achieve project goals and share our policy positions and projects with membership, coalition partners, local governments, and media;
- Plan and help coordinate events that increase Futurewise's visibility and influence in the Tri-Cities as a thought leader on smart growth planning and policy;
- Maintain ongoing dialogue with the Executive Director, State Policy Director, Director of Planning and Law, and other internal staff to assess strategic and operational needs;
- Work with internal development team to cultivate partner and donor relationships, and integrate and promote Tri-Cities fundraising initiatives; and,
- Secure grant and contract funding opportunities.

Ideal Candidate

This is an opportunity for a creative, passionate and driven individual to build a robust and self-sustaining, place-based environmental program. The ideal candidate will have the following qualifications:

- Three or more years of experience working on issues of community planning, public policy and community development, natural resources policy, regional or urban planning or related disciplines;
- Experience leading or co-leading a major initiative, program or division to completion in a fast-paced environment;
- Experience working on a small team or independently as well as managing external partners;
- Demonstrated history of entrepreneurial work ethic;
- Knowledge of levers for improving community health, sustainability and equity; and,
- Familiarity with donor management and event coordination.

The ideal candidate will possess the following skills:

- Ability to facilitate participatory meetings and strategy sessions with a range of stakeholders;
- Ability to balance day-to-day operations with mid to long range strategic planning;
- Excellent oral and written communication skills; and,
- Ability to grow the program.

The ideal candidate will possess the following attributes:

- Flexibility - must be able to respond to shifting priorities and new opportunities;
- Continuous improvement orientation; must be constantly thinking about how to evaluate the program's effectiveness and make marked improvements;
- Must be able to take and react to critical feedback about ideas; and,
- Desire to have fun while working with a highly motivated, high performing team who is committed to creating healthy, equitable and sustainable communities.

Project Location, Salary and Benefits

This 30-hour per week position is based in the Tri-Cities (Richland, West Richland, Kennewick, Pasco), although travel within the state is anticipated several times per year. Salary is between \$30,000 and \$35,000, commensurate with experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple 401K, and subsidized regional transit pass. Given the candidate's success at fundraising and leveraging existing funds, there is potential for the position to be converted to full-time after the first 6-months to a year of establishment.

Futurewise will work with the selected candidate to determine an agreed-upon approach for selecting and funding office space. Options include working from a home office, procuring a co-working space, or sharing space with another local entity. Candidates will be provided with a computer, access to IT support, and will be eligible for reimbursement of phone, internet and office supply expenses.

How to Apply

Position is open until filled; first consideration will be given to applications received by August 16, 2017. Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org. Please make the subject of your email "(Last Name) – Tri-Cities Program Manager" and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. *NO PHONE CALLS PLEASE.*

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.