Job Description
Policy Director

Title: Policy Director
Date Prepared: August 2015
Reports To: Executive Director
Status: Full Time, Exempt
Salary: Commensurate with experience

Position Description: The Policy Director is responsible for helping to develop and implement the Furman Center’s policy research agenda and communicating with policymakers, stakeholders, the public, and the media about the Center’s work.

Primary Responsibilities:

Research Development and Management
- Develop program of policy research on affordable housing and urban policy issues in consultation with Furman Center staff and advisory board members.
- Serve as project manager for policy research projects.
- Work with research teams to translate academic research into policy briefs and other materials intended for non-academic audiences.
- Train and supervise staff and/or students working on policy research projects.
- Serve as a member of the Furman Center’s leadership team.

External Relations
- Build and maintain the profile of the Furman Center as a leader in the housing policy field.
- Engage network of public officials, private stakeholders, and community groups to present the Center’s work for dissemination and feedback and to solicit viewpoints to inform future research and policy work.
- Oversee planning and execution of events such as policy breakfasts, symposia, and roundtables to encourage dialogue and ultimately better policies, programs, and practices in real estate and urban policy.
- Working with Communications Director, serve as spokesperson with press and media.
- Develop and implement fundraising strategy for policy research projects in coordination with Directors and Grants Manager.

Qualifications: A J.D., master’s degree in Public Policy/Administration, or an advanced degree in an equivalent field. Minimum of 5 years of relevant experience preferred, including management experience and a concentration in at least one of the following areas: urban policy, affordable housing, land use, or real estate. Strong writing and communication skills and ability to present quantitative findings are required. The candidate should also have strong organizational, analytical, and project-management abilities; and be comfortable working on a team. Knowledge of federal, state, and municipal housing programs or land use strongly preferred.
To apply: Applicants should submit a cover letter, resume, writing sample, and list of 3 references. Send application materials and questions to furmanjobs@nyu.edu. Please include “Policy Director Position” in the subject line. Review of applications will begin immediately. Only candidates of interest will be contacted.

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