The Organization

The state’s leading not-for-profit 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 vibrant, sustainable, walkable, livable communities which 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 1985, 1000 Friends of Florida is a 501(c)(3) nonprofit membership organization. 1000 Friends is recognized and sought out for its ability to research, analyze and frame issues and solutions and is recognized as a thought leader. Its well-earned reputation as a respected, knowledgeable advocate for our diverse citizens and state’s needs will continue to be an important tool in furthering a smart growth agenda.

The Opportunity

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. This is a highly visible position and organization, with a strong influence in how smart growth will continue to evolve in Florida. The Policy and Planning Director will bring inspirational vision, strategic acumen, sound ethics, outstanding listening abilities, effective implementation skills, and public outreach abilities to inspire and collaborate with stakeholders, board, and staff. It is based in Tallahassee, Florida.

The Position

Planning Analysis
- Review, evaluate and provide recommendations on comprehensive plan amendments, sector plans, zoning changes and other community planning issues;
- Act as an expert witness and assist attorneys in legal challenges, administrative hearings and other legal proceedings.

Advocacy
- Develop strategies and help implement 1000 Friends’ legislative and policy agenda at the state and local government levels;
• Identify, track and analyze all legislation before the state Legislature that affects growth management or planning;
• Lobby members of the Legislature, their staffs, the Governor’s Office and local elected officials and identify opportunities for bipartisan support on 1000 Friends issues;
• Prepare policy analyses designed to effect change by state and local policymakers;
• Prepare and deliver testimony and supporting material to legislative and executive committees and local decision makers;
• Identify and draft amendments and legislative proposals;
• Cultivate relationships with key elected and appointed officials, staff and policy makers at state and local levels;
• Work with other organizations and coalitions to further 1000 Friends’ legislative and public policy agenda.

Sustainable Development
• Develop criteria to weigh the benefits of development projects;
• Work with developers, local governments and planners to encourage and promote sustainable development projects.

Outreach/Education
• Educate local governments, administrative agencies, legislators, community leaders and citizen advocates;
• Prepare policy and advocacy materials in collaboration with the President and Director of Communications, including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, newsletters, annual reports, website updates and legislative and public policy reports;
• Prepare policy analyses designed to effect change by state and local policymakers;
• Speak publicly at state and local forums, conferences and meetings, as well as to print journalists and broadcast media, in collaboration with the President and Director of Communications.

Additional Duties
• Initiate, lead and manage special projects as directed by the President and Board of Directors;
• Assist in development and donor relations;
• Perform other related duties as assigned by the President.

Experience & Qualifications

The successful candidate must have a passionate dedication to the causes of smart growth and sound land use planning. He or she is an effective motivational advocate who can frame complex, technical policy issues into approachable concepts that resonate with today’s Floridians. A passion and vision for how land use planning can make a difference are essential. The successful applicant will have:

• Master’s Degree in urban/regional planning or equivalent or J.D. with a specialization in land use law or related area.
• 5 years’ work experience in state government, local government, private sector or non-profit firms.
• Excellent analytical skills, including ability to draft detailed comment letters on legislation, comprehensive plan amendments and legal issues.
• Excellent writing skills for both technical and general audiences.
• In-depth knowledge of Florida growth management laws (particularly after 2011 law changes) and process at the state and local levels.
• Understanding of smart growth concepts and applications.
• Ability to assess proposed legislation and familiarity with the Florida legislative process. Experience lobbying at the executive, legislative and/or local levels a plus.
• Ability to work independently and as part of a small team of professionals.
• Experience reviewing and/or preparing comprehensive plan amendments.
• Experience reviewing and/or preparing development orders.
• Ability to clearly communicate organizational positions to a variety of audiences, including presentations to community groups, large workshop and seminars, and one-on-one meetings with policymakers.
• Ability to assist organization in fundraising and donor relations.
• Ability to travel, when necessary, to attend local meetings or represent the organization in various capacities.

If interested, please submit your resume, five references with contact information, relevant writing samples, and salary requirements by Monday, July 15, 2019, to:

Paul Owens, President
1000 Friends of Florida
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Phone: 850-222-6277 x 102