

NYU Furman Center Policy Director

Position Description: The Policy Director leads the effort to link the NYU Furman Center's research with policy-relevant issues, ongoing public debates, and key stakeholders. He or she also serves as a key point of contact for policymakers and other stakeholders who rely on the Center's work. The Policy Director serves as a member of the NYU Furman Center's leadership team.

Primary Responsibilities:

Research Development and Management

- Identify and monitor pressing policy discussions and debates--in New York City and nationally--to help shape the NYU Furman Center's research agenda on affordable housing and urban policy issues.
- Write and edit NYU Furman Center reports, briefs, presentations, talking points, and other products focused on policy analysis and reform.
- Translate academic research--including the Center's legal, data, and quantitative analysis--into materials accessible for non-academic audiences.
- Serve as project manager for select research and policy projects.
- Supervise and mentor policy staff and/or graduate student research assistants focused on the Center's policy projects.

External Relations

- Help to elevate the profile of the NYU Furman Center as a leader in the housing policy field.
- Build and maintain relationships with public officials, private-sector stakeholders, and community groups, and solicit feedback to inform future research and policy work.
- Oversee the planning and execution of the Center's key events, including policy breakfasts, webinar briefings, symposia, and roundtables.
- Represent the NYU Furman Center as a public-facing spokesperson for panels, presentations, and in the media.
- Participate in the development of research proposals and fundraising strategy in coordination with Directors.

Qualifications: A J.D., master's degree in Public Policy/Administration, or an advanced degree in an equivalent field. Minimum of five 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.

The position comes with a salary and a generous array of benefits, which include medical, dental, and vision. Further information regarding benefits can be found here: <http://www.nyu.edu/employees/benefit/full-time/Professional-Research-Staff-Code-103.html>.

To Apply: Applicants should submit a cover letter, resume, writing sample, law/grad school transcripts (unofficial copies are acceptable), 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.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity.