



Policy Manager, Housing & Land Use

Open New York

About Open New York

Open New York (ONY) is a grassroots, non-profit organization advocating for abundant homes and lower rent. With a rapidly growing staff and hundreds of active volunteer members across the State of New York, ONY seeks to implement local and statewide policy changes that expand housing options for all New Yorkers. From Rochester to the Rockaways, ONY is organizing to pass innovative and necessary legislation to finally dig New York out of its decades-long housing shortage.

Job Summary

Open New York is looking to bring on a Policy Manager to research key housing and land-use issues across the State of New York and to develop innovative and impactful policy solutions to solve New York's housing shortage. This position requires excellent writing and research skills, an ability to manage multiple short- and long-term projects simultaneously, and a desire to work closely with a range of stakeholders, from ONY's dedicated members to elected officials. This new role will provide ample space for experimentation and self-direction, while also requiring frequent collaboration with ONY's diverse and growing staff.

Responsibilities:

- Synthesize trends in housing development and zoning applications across New York and develop policy recommendations to increase the production of housing
- Track promising pro-housing initiatives across the country, summarizing and highlighting the most impactful actions for Open New York staff
- In collaboration with the Policy Director and Open New York's members, draft the organization's annual policy priorities
- In collaboration with the Political Director, draft State and local legislation to implement Open New York's policy priorities
- Assist Open New York members with zoning and housing policy questions to improve their advocacy
- Draft member talking points and organizational testimony for high-priority zoning projects, proposed legislation, and State and local budgets
- Represent Open New York in coalition meetings with partner organizations advocating for better housing and land use policies across New York
- Supervise one or more interns, during the school year and summer

The ideal candidate will have:

- Graduate degree in public policy, law, or urban planning, or equivalent work experience
- 5+ years of experience in housing policy, urban planning, and/or zoning law
- Experience working in or with the State of New York and/or local governments
- Familiarity with bill drafting procedures in New York
- Familiarity with the New York City Zoning Resolution and the Uniform Land Use Review Process (ULURP)
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment
- Ability to quickly absorb complex, technical documents and brief the Executive Director and Policy Director
- Excellent communication skills and emotional fluency
- Commitment to Open New York's mission

More Information:

Location:

- Most of the Open New York staff lives in New York City and operates as a hybrid team, with three days per week in our office in Lower Manhattan.
- This position is open to anyone who lives in New York State.
- If the employee does not live within commuting distance from Lower Manhattan, regular travel to New York City will be required. Occasional travel to Albany during the State Legislative session is also expected.

Reports to: Andrew Fine, Chief of Staff & Policy Director

Manages: N/A

Salary: \$90,000-\$120,000, depending on the successful candidate's location and experience. This is a full-time, exempt position.

Employee benefits include:

- Medical, dental, vision coverage
- 16 weeks paid parental leave
- 20 paid days off
- 13 paid holidays
- Unrestricted sick leave

Application deadline: March 3, 2025

How to Apply: Submit an updated resume to ONYJobs@opennewyork.org. Please include "Policy Manager, Housing & Land Use" in the subject line.

Equal Employment Opportunity

Open New York is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+, people with disabilities, and veterans are encouraged to apply. Open New York is an Equal Employment Opportunity Employer.