



Professional Opportunity: Senior Planner/Project Manager (Housing Policy + Planning)

Baird + Driskell Community Planning is seeking a motivated project manager to lead policy and planning projects in the Bay Area. If selected, you will provide technical assistance and analysis to local jurisdictions and work with them to develop housing plans and strategies that meet State requirements and meaningfully advance housing production in a manner consistent with local needs, values and priorities.

The project manager will research, write and compile informational materials; design and facilitate community engagement activities, including presentations to community members, stakeholders and local officials; undertake and direct policy and planning analyses; oversee the work of project associates and subconsultants; and work closely with jurisdictional staff to understand priorities, problem solve, and keep projects on schedule and on budget.

Initially, the project manager will work closely with the principals at Baird + Driskell to learn the firm's approach, practices and key aspects of housing policy and planning in California, but eventually will be expected to undertake much of the work independently. The selected candidate will primarily work remotely until it is safe to come to the Berkeley office (telecommuting is still permitted). The work schedule is somewhat flexible, and the selected candidate will be able to schedule some work time as they see fit (some evening work is fine, and is also sometimes required to attend community engagement meetings). Generally, we maintain a healthy work/life balance and do not work more than 40 hours per week, but occasionally there are deadlines that require pushes.

Required skills:

- Proven project management experience, ideally for policy and planning initiatives or related efforts for local government.
- Strong writing and communication skills, including clear and concise writing that translates technical information and complex policy ideas into language and graphics that are understandable to the general public.
- Demonstrated ability to analyze, synthesize and present housing and planning data and trends.
- Strong organizational skills, including the ability to navigate in-the-weeds details while maintaining the big picture and connecting to higher level concepts.
- Ability to use Word, Excel, PowerPoint and equivalent programs to present information in an attractive, easy-to-read way.
- Eagerness to facilitate small groups.
- Entrepreneurial attitude and strong problem solving abilities.
- Bachelor's degree in Planning, Public Policy or related field (Master's Degree in City Planning or related field preferred; or equivalent work experience).

Desired skills:

- Graphic design sense and familiarity with Adobe Design Suite (Photoshop, InDesign)
- Knowledge of housing planning and policy strongly desired





About Baird + Driskell: Baird + Driskell Community Planning is a small practice specializing in housing policy, public participation, strategic planning, community design, land use and sustainability planning. We work closely with our clients, and in many cases serve as an extension of their staff to best tailor our products to their use. We are committed to equity in our work and our company. More information is available at www.bdplanning.com.

Compensation: We are open to hiring someone on a project-based contract approach (with you operating as an independent contractor, able to work on other projects) or an ongoing salaried basis. Please let us know your preference. The compensation for full time is \$90,000-\$120,000 (depending on experience) plus benefits.

Expected Schedule:	March 29 th	Final deadline to apply
	Week of April 5 th	Interviews
	Week of April 12 th	Hiring decision (w/ start date approx. May 1)

How to Apply: Email a cover letter, resume and writing sample, saved as pdfs, to Joshua Abrams at jobs@bdplanning.com. No calls please.