



JACKSON HOLE CONSERVATION ALLIANCE
**COMMUNITY PLANNING
ASSOCIATE or MANAGER**

*JOB DESCRIPTION
June 2021*

Organizational Overview

40 years ago, a group of caring neighbors bound by a ferocious love for the magic of Jackson Hole founded the Jackson Hole Alliance for Responsible Planning. We've worked as a watchdog to defend Jackson Hole from many things you don't see today, from oil/gas wells in Cache Creek to a dam that would have flooded Oxbow Bend, and much more. Now, as the Jackson Hole Conservation Alliance, we believe our valley still needs a local organization with deep roots to address bad ideas that don't align with our community's values. And we believe that if we are to succeed in protecting the wildlife, wild places, and community character of Jackson Hole, we must do more than respond to threats: we must empower the whole community to proactively create a better future.

That's why we work to make Jackson Hole a national model of a strong community living in balance with nature. This is a future for Jackson Hole where abundant populations of wildlife have the freedom to roam across the landscape, through our neighborhoods, and safely cross our roads; where we live in walkable neighborhoods with accessible transportation choices and affordable homes, surrounded by protected open space, working agricultural lands, and connected wildlife habitat; and where we respect wildlife when we recreate on protected, wild, well-managed public lands.

The Alliance has 40 years of experience in community planning and has profoundly influenced the way that Jackson Hole has (and hasn't) developed. We advocate for development that respects this unique landscape and represents our community's vision to protect our wildlife, wild places, and character. This vision, outlined in the 2012 Comprehensive Plan, involves preserving and protecting the area's ecosystem in order to ensure a healthy environment, community, and economy for current and future generations.

Position Overview

The Planner will help the Alliance shape land-use, housing, and other community development plans for the benefit of our wildlife, wild places, and community character. They will work on or manage a broad portfolio of projects, including both reacting to proposals (e.g. Northern South Park development) and leading our own proactive projects (e.g. scenario planning, transfer of development rights policy). They will help Alliance leadership determine how the Alliance should engage on current and long-range planning issues as they arise; develop compelling alternatives to projects we deem harmful to our community; develop proactive plans and policies to create a better future; and build community and political support.

Major Responsibilities

- Watchdog development proposals, planning processes, policy changes (e.g. Comprehensive Plan and Land Development Regulations), and state legislation through Alliance mission lens
- Research, shape, and implement proactive planning campaigns
- Advise Executive Director, Board of Directors, and Alliance staff on planning issues
- Develop grassroots and political support for Alliance policy goals through relationship building, persuasive lobbying, and grassroots organizing
- Effectively frame and translate technical community planning issues into understandable and story-based communications (in a variety of formats, from social media to comment letters)
- Build and maintain strong collaborative relationships with a broad range of organizations, elected representatives, agency staff, donors, media, and community leaders
- Serve as a community planning resource to other staff
- Help design grant applications with development staff
- Stay informed about planning issues through literature review, research into peer communities, professional development opportunities, and discussions with planning professionals

Associate level is an entry-level position for an early-career professional, and will include supporting our transportation planning campaign. *Manager level* is for an experienced planning professional and includes additional responsibility like managing budgets, shaping our planning goals and strategy, and managing staff (when applicable).

Qualifications

The most important qualifications are being a quick learner, proactive self-starter, and good team player. At the Associate level, many other skills can be learned on the job. At the Manager level, we need many of the following qualifications:

- Understanding of the planning issues facing resort and mountain town communities with a seasonal, tourism-based economy
- Policy analysis and technical and persuasive writing skills
- Ability to adapt to changes in the public process and pivot to new strategies
- Excellent interpersonal communication skills and public speaking ability
- Ability to effectively lobby elected officials and key decision-makers
- A work history that includes extensive teamwork and collaboration
- Experience engaging people in complex processes with clear communication
- Able to work a flexible schedule including evening meetings (e.g. Town Council)
- Creative thinker and problem solver
- Ability to quickly learn technical subjects from literature review and conversations with subject matter experts and stakeholders
- Passion and resilience: advocacy can be controversial and challenging
- *Preferred:* Knowledge of local area, partners, and staff; GIS or other technical skills
- *Manager level:* Master's degree in planning or a related field, or demonstrated expertise in rural / small community or long-range planning. AICP certification preferred

Compensation

This position will be filled at the Associate to Manager level depending on experience. Competitive salary ranges from mid-40K to mid-50K depending on level of responsibility and experience. The Alliance offers a comprehensive benefits package including health, vision, and dental insurance; parental leave; retirement contributions; professional development; vacation, sick leave, paid holidays, and flexible schedules.

Application deadline and timeline

Applications are due Friday, July 9 at 5pm. We encourage early applications and may conduct interviews with qualified candidates on a rolling (early) basis. The desired start date is August 2.

To apply

Send cover letter and resume to jobs@jhalliance.org. The Alliance is an equal opportunity employer and encourages applications from candidates in communities traditionally underrepresented in conservation. Contact Skye at 307-733-9417 x1 with questions about the role.