

**HUDSON VALLEY ALLIANCE FOR HOUSING AND CONSERVATION &
HUDSON VALLEY PATTERN FOR PROGRESS**

Job title: Senior Research Planner / Housing & Conservation Alliance Program Manager

About the position: [Hudson Valley Pattern for Progress](#) (“Pattern”) and the [Hudson Valley Alliance for Housing & Conservation](#) (the “Alliance”) are seeking a civic-minded professional with excellent communication and research skills to help coordinate and advance the work of our organizations. This shared position will contribute to civic and policy research managed by the Hudson Valley’s nonprofit regional planning organization, while also coordinating the core activities of a landmark alliance that is helping the region advance affordable housing and land conservation goals together.

Duties will be allocated 50% to tasks assigned by each. The person who fills this role will participate in regular coordination meetings with both organizations to ensure that tasks are clear and well balanced.

The position will be administered by Pattern, which is the Alliance’s fiscal sponsor.

About the Alliance: The Alliance is an innovative collaboration of eight conservation land trusts and eight not-for-profit affordable housing organizations working together in the Mid-Hudson Valley to conserve critical landscapes and respond to the region’s housing crisis.

Alliance members are advancing projects that combine conservation and affordable housing; promoting public policies that generate resources for communities to invest in projects; guiding municipalities to plan for conservation and housing together; and communicating differently about their work to reinforce the alignment of the two sectors.

About Pattern: Founded in 1965, Pattern is the regional planning and research organization for the Hudson Valley. Pattern provides research, planning, and educational training to identify civic challenges and promote regional, equitable, and sustainable solutions to improve the quality of life in Hudson Valley communities. Pattern promotes regional planning and conducts studies without political aims or affiliations. Our nonprofit focuses on topics that include housing, community planning, downtown revitalization, transportation, infrastructure, demographic change, land use policy, conservation, and more. It serves Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties.

Detailed job description: The selected candidate will play an important role for the Alliance and Pattern. The program manager for the Alliance will advance the Alliance’s agenda by providing research, writing, coordination, outreach and development support. Important skills include working with and weaving together networks around shared goals; supporting collaboration among members of the Alliance; meeting facilitation; and being a big-picture thinker.

For Pattern, the candidate will primarily lead efforts related to the nonprofit’s annual Independent Research Agenda, which examines key regional civic challenges, opportunities and trends. The candidate will also contribute to Pattern’s broader planning and research work and participate in convenings, conferences, and other events.

Both jobs require the candidate to:

- Have a working knowledge of relevant civic challenges and opportunities
- Exhibit a good working knowledge of data sources and analysis techniques, primary sources, interviewing, and other skills related to research
- Utilize excellent communication skills to share the findings of both Pattern and the Alliance's research projects and persuade audiences to act based on the findings of those projects.

Principle duties:

- Coordinate Alliance meeting preparation
- Attend meetings of Alliance members and its planning team and policy and municipal engagement subgroups
- Create summaries and an image library of projects that combine affordable housing and conservation and other topics
- Prepare quarterly e-newsletter and flyers for webinars and other events
- Work with the Alliance, Pattern and a designer to redesign and relaunch the Alliance website
- Support effective cross-sector communication, for example by drafting language and prompts to help land conservation organizations talk about affordable housing work in the context of their conservation missions, and vice versa
- Identify funding opportunities and conduct outreach to funders and partners to advance Alliance goals
- Represent the Alliance at meetings and conferences
- Contribute to Pattern's Independent Research Agenda by carrying out projects with an emphasis on objectivity, accuracy, and thoroughness
- Collaborate with Pattern staff on a variety of planning and research projects
- Interface with Pattern clients and funders, providing regular updates on project progress, milestones, and action steps
- Adhere to Pattern's foundational values, including delivering our work without political aims or affiliations
- Assist Pattern and the Alliance with planning and executing events and convenings of stakeholders
- Perform other research, planning, and education tasks as required by the Pattern CEO

Salary and benefits: The salary for this position will be \$75,000, plus benefits; negotiable depending upon experience. Pattern offers a competitive benefits package that includes healthcare, paid time off, and retirement with a company match.

How to apply: Candidates can submit their resume and a short cover letter to Robin DeGroat at rdegroat@pfprogress.org.