



200 FRIBERG PARKWAY, WESTBOROUGH, MA 01581  
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[WWW.495PARTNERSHIP.ORG](http://WWW.495PARTNERSHIP.ORG)

## **CAREER OPPORTUNITY: MANAGER OF POLICY AND PLANNING**

### **POSITION DETAILS**

**Job Type:** Full Time exempt  
**Reporting To:** Executive Director  
**Work Location:** Based on site in Westborough, Massachusetts  
**Salary Range:** \$65,000-\$75,000 commensurate with experience

### **ABOUT THE 495/METROWEST PARTNERSHIP**

The 495/MetroWest Partnership is a unique public-private collaboration among businesses, municipalities, and other stakeholders focused on creating an environment that prepares for and cultivates sustainable growth across our 36-community region. The Partnership accomplishes this by providing coordination, education, and advocacy for solutions to regional constraints and limited natural resources. The mission of the 495/MetroWest Partnership is to lead the advancement of the 495/MetroWest region as an exceptional location for people, businesses, and communities. Our vision is that the 495/MetroWest region will enjoy sustainable economic growth, well-stewarded natural and built resources, and diverse transportation and housing choices. Together, these assets make our region a desirable place for all to live and work.

The 495/MetroWest Partnership is led by a volunteer Board of Directors comprised of representatives of area municipal governments, businesses, environmental organizations, planning agencies, higher education institutions, chambers of commerce, and other stakeholders from across our region.

### **ABOUT THE ROLE**

The Manager of Policy and Planning will be a team player reporting directly to the Partnership's Executive Director, handling diverse responsibilities on planning and public policies addressing transportation and transit, regional infrastructure, economic development, workforce development, water resources, housing, and permitting. To accomplish these goals, the incumbent will be responsible for:

- Analyzing public policy frameworks and legislation
- Developing consensus on positions and responses
- Leading complex data collection and preparation of key reports for the organization
- Preparing written materials and collateral pieces for these initiatives

- Serving as a resource for municipal officials, regional employers, development professionals, and environmental advocates
- Understanding regional and municipal planning practices, and the interplay between the two
- Monitoring transportation and water infrastructure financing mechanisms to ensure the Partnership asserts the needs of the region in these discussions
- Working with committees of volunteers
- Assisting with planning events and programs
- Supervision of our seasonal Co-op student, including leading the biannual Co-op hiring process
- Basic administration and office management tasks, together with the Executive Director
- Other related duties as required

## **REQUIREMENTS**

Candidates must have legal authorization to work in the United States and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

Other minimum requirements for the position include:

- A Bachelor's Degree in urban planning, political science, public policy, or related field, with graduate experience a plus
- 3-5 years relevant professional experience or equivalent; this experience could include but is not limited to municipal or state government, regional planning, and/or advocacy organizations
- A working understanding of the intersection between economic development and public policy
- Strong computer skills with word processing, spreadsheet, PowerPoint, and database programs as well as managing online resources

Successful candidates should also possess:

- Excellent writing skills
- Ability to work with diverse constituencies on issues where stakeholders may have differing aims and interests

## **APPLICATION PROCESS**

Interested candidates should submit a resume via email to Executive Director Jason Palitsch at [Jason@495Partnership.org](mailto:Jason@495Partnership.org), with the subject line "Manager of Policy and Planning."

The 495/MetroWest Partnership does not practice or permit any unlawful discrimination on the basis of sex, race, color, religion, national origin, ancestry, gender identity or expression, disability, sexual orientation, genetics, active military or veteran status, or any other basis prohibited by law.