

ASSOCIATE MANAGER, NYC POLICY

Urban Green Council is seeking a driven and experienced policy professional to join our team as **Associate Manager, NYC Policy**. In this role, you'll help tackle New York City's most pressing building decarbonization and resiliency challenges—advancing local policies, expanding our subject matter expertise, and supporting nonprofit allies with data and technical insight.

Urban Green is NYC's go-to nonprofit for building solutions to climate change, and our mission is to decarbonize buildings for healthy and resilient communities. Reporting to the Associate Director of Policy, the Associate Manager will play a key role on our Research and Policy team in advancing bold, equitable, and pragmatic strategies that benefit all New Yorkers.

Our policy work spans climate, energy, and green building topics and is grounded in rigorous data analysis and informed by our diverse network of industry and stakeholder experts. We make the technical relatable. The ideal candidate will pair strong policy and advocacy skills with knowledge of buildings, energy, and climate, and will thrive in a fast-paced environment by taking initiative, building relationships, and balancing multiple projects with creativity and attention to detail.

Urban Green Council is a hybrid workplace, but employees must live in the greater NYC area and be able to attend regular in-person meetings in Manhattan.

The person who will best succeed in this role:

- **Understands NYC's climate policies** and decision-making processes, especially Local Law 97.
- **Brings strong policy and data analysis skills**, with the ability to distill complex topics into clear, accessible content.
- **Communicates confidently**—both in writing and public speaking—with diverse technical, political, and community stakeholders, and enjoys engaging with others.
- **Manages multiple projects independently**, takes initiative, and solves problems with critical thinking and attention to detail.
- **Is passionate** about equitable climate solutions and thrives in a fast-paced, mission-driven environment.

A few other qualities we are looking for include:

- Master's, professional, or other advanced degree in public policy, architecture, law, environmental science or a related field.
- At least 5 years of work experience in climate, energy, or building policy, ideally in New York.

- Familiarity with NYC decarbonization policies and building technologies, including benchmarking, electrification, and performance standards.
- Experience managing projects, developing public-facing research or policy reports and comments, and working with government, nonprofit, and/or industry stakeholders.
- Strong interest in climate and building policy, with a growth mindset and comfort navigating digital collaboration tools.
- Comfort with Microsoft Office, Google Suite, basic data analytics tools including Excel.

KEY RESPONSIBILITIES

- **Policy development and advocacy:** Research, analyze, and write data-driven policy proposals that advance building decarbonization in NYC. Shape initiatives that align climate action with affordability, housing, and innovative approaches to financing building upgrades. Support the Research and Policy Team on continued Local Law 97 engagement, advocacy and education. Monitor legislative and regulatory developments and contribute to public comments, advocacy campaigns, stakeholder convenings, and public engagement efforts.
- **Stakeholder engagement:** Build and maintain relationships with City Council Members, agency staff, nonprofit partners, and industry leaders to advance policy outcomes. Represent Urban Green in external meetings and lead or support convenings, roundtables, and expert interviews. Prepare briefings, presentations, and supporting materials to facilitate collaboration and shared goals.
- **Technical and financial policy expertise:** Apply knowledge of building systems, climate finance (e.g., Green Banks, bond financing), and decarbonization technologies to shape innovative, equitable policy solutions. Conduct data analysis independently or in collaboration with the Research Team, and translate findings into clear visual and written outputs for policymakers, advocates, and the media. Provide technical support to community-based organizations and nonprofit allies.
- **Project leadership and content development:** Manage multiple projects under the guidance of the Associate Director and at times independently, ensuring timely delivery of high-quality outputs. Lead the development of reports, memos, testimony, and other written materials in collaboration with the Communications team. Tailor messaging for diverse audiences, maintaining clarity and accuracy across formats.
- **Department management:** Assist in day-to-day team management and support team leadership with strategic planning, cross-departmental coordination, and grant writing and reporting. Oversee interns, fellows, or consultants as needed, and contribute to internal deliverables such as board presentations and meeting

preparation. Take initiative, ask questions, and uphold high standards across all aspects of Urban Green's policy work.

Benefits and Compensation: The salary range for this position is \$65,000 - 70,000, depending on experience. Benefits include:

- 100% employee coverage for medical and dental
- 100% employee coverage for Life, Short Term and Long Term disability insurance
- 15 vacation days in the first year, 8 paid holidays, and 2 personal days
- 401K plan with employer contribution
- Office closure between Christmas and New Years
- Half-day Fridays year-round, Full Friday closure from Memorial Day to Labor Day

How To Apply

If you are interested in this position, please complete the [application form](#) and include a resume and 1-2 work samples (PDF format, no more than 5 pages) that best reflect your experience in policy analysis and/or subject-matter expertise, such as a policy memo, research article, written testimony, or similar. We encourage you to choose samples that demonstrate your ability to synthesize complex information for the audience and that uses visual tools to communicate data to drive home core messages. Please combine all work samples into one PDF before uploading.

After submitting your application, you can expect to hear from our hiring team regarding their decision within a few weeks. You may reach out to jobs@urbangreencouncil.org with any questions, but applications received by email will not be reviewed.

Diversity, Equity and Inclusion Statement

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council, we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this position and can envision yourself in this role, even if your experience doesn't perfectly align with every qualification listed.

Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

If you need a reasonable accommodation during the application or interview process, please email jobs@urbangreencouncil.org.

Urban Green's Organizational Values

- **Excellence:** We strive for innovative, high-quality programs and ideas.
- **Inclusion:** The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- **Collaboration:** We believe consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.