



Strategy & Programs Associate

Job Description

About Urbanova

Founded in 2014, Urbanova is an urban innovation enterprise focused on driving equitable solutions for midsize cities. We build multi-sector collaborations, develop technology, and harness new strategies to create more resilient communities.

Urbanova Strategy & Programs Associate

The Urbanova Strategy & Programs Associate will play a critical role in helping to manage the day-to-day operations for the Executive Leadership Team and will also lend support to the Core Team & Communications Working Group.

Specifically, the Strategy & Programs Associate will be support operationalizing Urbanova's strategic plan, including activities related to partnership management, fundraising development, market research and communications. The Strategy & Programs Associate will work closely with the Chief Executive Officer and the Chief Strategy Officer.

The ideal candidate will have a strong interest in urban development, technology, and strategic planning and desire to work on issues facing midsize cities across the country. S/he will be highly skilled in project management with the ability to manage tasks independently with broad creativity.

Qualifications

Are you ready to drive change to advance the future of midsize cities? In this role, you will support Urbanova in achieving its mission and bring the following qualifications:

Education / Experience Requirements:

BA/BS degree required. A degree in a relevant field, interest in urban development and the nonprofit sector is encouraged, and experience that intersects with any of the fields Urbanova supports is highly preferred.

Knowledge / Skills Requirements:

Ability to work with a fast paced, diverse team is highly encouraged. Prior experience conducting rigorous qualitative and quantitative, with rigorous analysis also preferred. Knowledge in Microsoft Office and extensive internet research capability a plus along with the ability to manage tasks independently.

Racial Equity / Diversity Statement:

Urbanova is committed to creating a workplace culture that values and elevates the lived experiences of its employees. We strive to create culture that prioritizes equity and we hold an unwavering commitment towards advancing social justice through how we lead and work with our partners, clients, and communities.