



## **Program Officer, Infrastructure Delivery**

The San Diego Regional Policy & Innovation Center is a 501(c)3 launched in September 2021 to serve the San Diego region. Our mission is to develop, test, and implement world-class research and policy-driven solutions to address San Diego's most pressing challenges. Climate resilience, critical infrastructure, digital access, and housing affordability are challenges that require massive collective effort. We build partnerships to create cross-sector, multi-jurisdictional solutions. The San Diego Regional Policy & Innovation Center is a partnership between The San Diego Foundation, the County of San Diego, and the world's leading think tank - The Brookings Institution. Together with a network of national and regional partners, the Policy & Innovation Center engages government, corporations, and philanthropy to equitably enhance the long-term sustainability and prosperity of the San Diego region.

### **About The Role**

The Officer will be an experienced professional with a strong background in engineering, municipal project management, and/or infrastructure development. The Officer will lead our new infrastructure implementation work, specifically identifying opportunities for "dig-once" pilot projects that combine Green Stormwater Infrastructure upgrades with mutually beneficial broadband and utility upgrades. The candidate will work closely with our small but growing team to identify opportunities to grow the portfolio. The Program Officer will report to the Senior Officer, Strategy & Grants.

### **About Working at the Policy & Innovation Center**

As a newly launched non-profit, the Policy & Innovation Center is a growing and evolving organization. We strive to create a collaborative team with interdisciplinary skillsets. As a Policy & Innovation staff member, on any given day, you should be comfortable engaging municipal staff and leaders, strategizing about policy with our partners at Brookings Institution, and working independently to structure working days of deep research and analysis. Projects are designed to be iterative, reacting to changing political, economic, and environmental opportunities.

### **Duties and Responsibilities**

The Officer will serve as the program manager for our new Infrastructure Launchpad with initial support provided via a grant from the County of San Diego. This will include the work described below as well as other duties as assigned and commensurate with the expertise of the role.



### **Engineering Management**

- Task and project management, including planning and implementing infrastructure projects.
- Identification of sites for “dig-once” pilot program in San Diego County.
- Developing and assembling pilot work plans, schedules, requests for proposals and bids, and technical specifications
- Evaluation of project proposals and bids, engineering drawings, and design sets.
- Data analysis, including preparing maps, tables, and figures.
- Preparing technical reports and pilot project proposals.
- Management of all external consultants and engineers to deliver pilot projects.

### **Municipal Project Management**

- Collaborate with municipal leaders and regulators to ensure pilot success.
- Assess site lists and project opportunities to deliver on metrics of success.
- Create an in-take process for quickly and efficiently assessing pilot opportunities.

### **Portfolio Project Management**

- Lead Infrastructure Delivery program including preparation of reporting materials, project reports, and presentations to municipal and other stakeholders.
- Manage internal project schedule and budget, coordinating with internal staff.
- Utilizes Asana to manage project schedules and deliverables.
- Build redundancy within the team to ensure growth of the program.

### **Qualifications and Skills**

- Commitment to the mission of the Policy & Innovation Center.
- Strong interest in supporting disadvantaged communities.
- Background in civil or environmental engineering, environmental consulting, or municipal public works.
- Track-record supporting or developing water, wastewater, or transportation infrastructure projects.
- Knowledge of regulatory requirements related to physical infrastructure development.
- Familiarity with the CEQA and/or NEPA process is a plus.
- Experience with ArcGIS, AutoCAD, HEC-HMS/HEC-RAS, EPANET, or similar is a plus.
- Proven willingness to be accountable for the growth of a new and innovative program.



- Exceptional communicator with the ability to connect with technical and non-technical partners.
- Ability to produce quality work within tight timeframes.
- A style that emphasizes openness, collaboration, and connectivity.
- Comfortable being self-directed in a “start-up” environment.
- Proficient with Microsoft Office Suite and Asana.
- Strong interpersonal, written, and verbal communications skills.
- Cultural competency and emotional intelligence.
- Passion for learning and relentless improvement.
- Ability to handle confidential matters with the utmost integrity.

### Physical Demands

- Able to work in a desk-based work environment and use a computer keyboard.
- Ability to safely lift 20 pounds.

### Work Environment

- Non-smoking, professional office environment.
- Fast-paced start-up work environment.
- Hybrid office/remote work setup due to the ongoing pandemic.

The Policy & Innovation Center believes in pay equity. Salaries are commensurate with experience and responsibilities.

If you are interested in this opportunity, please submit your PDF resume and cover letter to: [jobs@sdfoundation.org](mailto:jobs@sdfoundation.org) and please place Program Officer, Infrastructure Delivery in the subject line.