



Karp Strategies – Analyst - Policy + Stakeholder Engagement Spring 2022 (Immediate Hire)

About the Role

Karp Strategies is actively interviewing for a **full time Analyst** to join our team. The ideal candidate for this position has 1-3 years of demonstrated expertise in policy, community/stakeholder engagement and outreach, writing, qualitative research, and is comfortable working with a wide range of stakeholders to join our team as an immediate hire. The candidate will share our commitment to growing stronger communities and thriving economies, as well as our values toward diversity, equity, and inclusion. As our company kicks off additional projects, we seek to meet thinkers and doers interested in joining us who care as much about urban change and neighborhoods as we do. Analysts are key members of our team who support client and internal projects, work closely with the Karp Strategies leadership team and other companies that we may partner with, and are involved with many aspects of the consulting process.

Major Job Responsibilities:

- **Support stakeholder outreach and engagement**, including focus groups, interviews, briefings, meetings, and creative engagement methodologies. Design training guides for facilitators. Manage related logistics and support, including preparation of engagement and analysis materials.
- **Support data analysis** of all kinds: economic, demographic, real estate, market. Determine what kind of changes are going on in neighborhoods and what those changes mean.
- **Support qualitative analysis and research** to triangulate data or as a stand alone project.
- **Project manage the heck out of whatever you are working on**, utilizing schedules, project plans, shared file systems, and communication apps. Analysts often play an assistant project manager role on larger projects.
- **Design infographics, data visualizations, and graphic representations** of policy, process, engineering, and analytical findings to support client projects, business development efforts, and other initiatives with Adobe Suite programs. Ranging from things as simple as agendas to as big as decks going to a client's investors, execute on translating technical information into layperson formats either independently or on a team.
- **Work in a start-up environment** with a close-knit team and our project partners on misc. tasks, big or small, as they arise.
- **Support business development efforts**, including proposal research/writing, research on partner firms, site visits, as needed.
- **Strong writing and/or graphic design** experience is a must given the range of projects and client types.
- **Multilingual written and oral skills (particularly Spanish, Chinese, Cantonese and**

Russian) are highly regarded as part of our work with diverse communities across the country.

- **A deep curiosity** about planning issues and an interest in incorporating an equity lens to our work is strongly encouraged.

Likely Content Areas:

- Transformative public spaces
- Economic and community revitalization
- Renewable energy and offshore wind
- Real estate analysis and advisory
- Zoning analysis
- Affordable housing
- Shoreline stabilization/activation + resiliency
- Tech enablement/utilization
- Port/waterfront industry
- Catalytic transportation redevelopment
- Urban policy
- Workforce development
- Small businesses/industrial/manufacturing districts and access
- Health in planning
- Stakeholder engagement

About Karp Strategies

Karp Strategies is an urban planning strategy consulting firm that builds stronger communities and thriving cities. We partner with our cross-sector clients to identify their unique needs and provide tailored solutions. We take analysis to action to allow our clients to make better decisions – and ultimately, to build stronger communities, economies, and cities. We deeply value our holistic analytic methods, and maintain strong core values around equity, access, and community engagement when working on planning and development projects.

We work on projects around the country, with projects currently underway or starting across the NYC region and increasingly nationwide. Our team works at the sweet spot where data, people, and place intersect: we strive to understand what drives change in places, and how people, businesses, and institutions exist and can thrive within that change. We value and celebrate diversity and inclusion in our team, and we share a commitment to social, racial, and economic justice.

Karp Strategies will celebrate seven years in June, and we've grown tremendously since inception from a one person to a team of 30. As of April 2022, we are observing our hybrid protocols that require staff to be in office 2-3 days. There may be a need for in-person visits or on-the-ground outreach/engagement to facilitate project work, which will follow safety and



social distancing protocols.

With current projects ranging from economic and community development planning initiatives to stakeholder analysis and engagement, from infrastructure feasibility and resiliency studies to real estate advisory, Karp Strategies is working with many of the industry's most dynamic partner firms and clients on pressing, timely challenges facing the country, region, and our city. Karp Strategies is active in the field: our team members are involved with APA-NY's Urban Design and Diversity Committees, WRISE, ABNY, IEDC, NYBC, CoreNet, OHNY, RPA, Coro, ULI....let's just say we are plugged into the action and keep our finger on the pulse.

Salary + Benefits

The salary range for the Analyst position is \$60,000-70,000. Placement of a candidate within this salary band will be based on the competencies crucial to success in the role on rated proficiency for each area.

We prioritize health and wellness at Karp Strategies. As a full-time employee of Karp Strategies, you will have access to our Company benefits, including paid time off (vacation and sick leave), healthcare (medical, vision, dental), membership to One Medical, 401k retirement plan match, professional development opportunities, remote wellness programs, commuter benefits, and more. We will have summer Fridays in 2022.

Application Details

If these issues pique your interest, we'd love to hear from you. Please send a professional resume, letter of interest, and work samples (writing AND data/design) to jobs@karpstrategies.com. If you possess language skills beyond English, please share a demonstration of your capabilities. While doing all of these tasks/project types previously is not a hiring requirement, having some experience is advantageous and expected. Interested candidates should demonstrate 1-3 years of work experience in a combination of the areas of responsibility described above, and background either with government, community planning or consulting. Fluency in the Adobe Suite, particularly InDesign, is highly desired. A Bachelor's degree is required.

We encourage all who are interested to apply.

This is a paid position, with additional opportunities for professional training, skills development, and networking. We are interviewing on a rolling basis.

This job description for an at-will position which is non-exempt under the FLSA. Karp Strategies provides equal employment opportunities to all applicants for employment regardless of their age, race, creed, color, religion, national origin, alienage, citizenship, disability, sex, gender, sexual orientation, marital status, partnership status, military status, predisposing genetic