



Employment Opportunity
Senior Planner - Community Development & Housing

BRPC is seeking an experienced planner to lead housing and community development initiatives. Partner with Berkshire County communities to address housing needs through planning, funding, and implementation.

To Apply: After carefully reviewing the Job Ad and supplemental materials, submit an online application via our website. General questions and accommodation requests can be directed to work@berkshireplanning.org.

General Description

The Senior Planner leads housing and community development initiatives and provides planning services and technical assistance to municipalities throughout Berkshire County. The role helps communities assess housing needs, implement housing strategies, secure funding, and work with regional partners to preserve existing housing and create new housing opportunities.

This is a full-time, on-site, flexible schedule position. Core work hours (10 am to 4 pm) must be covered every workday unless otherwise agreed. Full-time staff must work a minimum of 35 hours per week, with occasional weekends and night meetings as required. This position reports to the Community Planning and Development Manager.

Primary Responsibilities

- Provide planning services to communities throughout the region, including housing needs assessments, housing action and production plans, and updates to zoning and other land use tools.
- Maintain a working knowledge of relevant state and federal housing programs and initiatives.
- Assist communities with implementing housing strategies, including assessing potential housing sites, managing pre-development activities, and establishing and managing affordable housing trusts.
- Identify funding sources to preserve and improve existing housing and create new housing opportunities.
- Prepare grant applications to help communities secure funding for housing and community development projects.
- Coordinate with housing advocates and nonprofit and for-profit developers to promote housing opportunities throughout the region.

Additional Responsibilities

- Collaborate with local, regional, and state organizations and agencies to share data and information related to housing and community development planning.
- Coordinate BRPC's housing education programs and efforts.
- Act as a clearinghouse for housing-related bylaws and ordinances across the region.
- Coordinate housing and community development initiatives with economic development, transportation, and environmental investments and programs.

Minimum Qualifications

- Master's degree in planning, urban planning, housing policy, public administration or a closely related field.
- Two years of related experience, including at least 1 managing complex planning projects.
- Knowledge of state and federal housing laws, policies, and programs.
- Ability to develop and manage housing and community development grant applications.
- Ability to work independently, set priorities, and manage workflows.
- Ability to travel throughout Berkshire County, MA all times of the year to attend meetings, events, and training.

Preferred Qualifications

- LEED Certification preferred.
- AICP preferred.
- Preference will be given to applicants with direct experience in housing or community development planning or implementation.

Pay Range

As of July 01, 2026, the full pay range for this position is \$67,039.00-\$87,761.00 per year. The **starting pay range** is **\$67,039.00 – \$77,400.00 per year**, depending on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the pay range unless the position is re-posted.

Benefits

- MA State Retirement System
- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)

- Professional Development Funds
- Public Service Loan Forgiveness (PSLF)
- Employee Assistance Program (EAP)

EEO/Smoke- And Drug-Free Workplace

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

No telephone calls. Application review begins 11/06/2026, and will continue until the position is filled.

Please visit the employment page of our website for a full position description and additional details: [Employment Opportunities at BRPC](#)

Position Description – Community Development & Housing Senior Planner

Position Title:	Senior Planner	Pay Range:	\$67,039 - \$87,761 /yr
Program:	Community Development & Housing	Type:	Permanent
Reports To:	Program Manager	Location:	Onsite
Name:	Vacant	Weekly Hours:	35 (Full-Time)

Position Summary

BRPC Senior Planners serve as lead professional staff members responsible for the development, coordination, and management of multiple complex planning projects. The position provides project-level leadership, manages assigned initiatives, and supports program goals through effective project delivery and collaboration. This specific role supports community development & housing related initiatives and programs.

Primary Responsibilities

General Program/Project Responsibilities

- Leading the development and implementation of complex planning projects, including conceptual development, identification of funding sources, and preparation of grant applications, scopes of work, and project budgets.
- Coordinating with municipal officials, partners, funding agencies, and other stakeholders to ensure consistency with prior initiatives, plans, and regional goals.
- Managing project implementation activities, including stakeholder engagement, completion of defined scopes of work, and timely project close-out.
- Managing project and contract activities, including project budget tracking; staff time allocations; scheduling; project team coordination; contract administration; invoicing; recordkeeping; and final reports and file management.
- Providing project-level supervision and guidance to assigned junior staff, including direction on deliverables, timelines, and workload expectations.
- Identifying and advancing follow-up activities resulting from completed projects, including subsequent phases or related initiatives responsive to community or stakeholder priorities.

Housing Planning & Development

- Conducting Housing Needs Assessments and preparing Housing Action Plans and Housing Production Plans to promote housing development readiness.
- Preparing and delivering housing-related outreach and educational materials for municipal bodies and the public and coordinating BRPC's housing education programs and efforts.
- Researching and promoting housing financing options for municipalities and assisting eligible communities with implementation of the state's Seasonal Communities program.
- Training and assisting communities that have adopted or are interested in adopting Affordable Housing Trust Funds.
- Assessing the use of programs that preserve existing housing, including the Community Development Block Grant program, Housing Receivership program, and other rehabilitation initiatives.
- Assisting municipalities with locating sites for new housing developments, including identifying needed infrastructure improvements.
- Coordinating with nonprofit and for-profit housing developers and advocates in the region to promote housing development.

Community Development & Technical Assistance

- Identifying municipal building and infrastructure needs and identifying and securing funding for improvements.
- Providing direct assistance to municipalities in updating zoning and other land use and permitting tools.
- Acting as a clearinghouse for housing-related bylaws and ordinances across the region.
- Collaborating with local, regional, and state organizations and agencies to provide data and information related to housing and community development planning.

Additional Responsibilities

Agency Responsibilities

- Assisting senior management with the agency budget.
- Supporting agency outreach, communications, and training activities related to assigned project areas.
- Assisting with the organization and management of agency reference, educational, and archival materials, data, and resources related to assigned work.
- Providing guidance and support to junior staff and interns on assigned projects.
- Communicating and coordinating with Senior Management on project status and agency initiatives.
- Representing BRPC and its programs with external partners as assigned.

- Providing technical assistance to other agency initiatives and participating in policy and procedural development as assigned.

Regional Coordination & Advocacy

- Facilitating regional responses to housing and community development needs, including legislative and budget matters, and advocating for housing policies that address regional priorities.
- Coordinating housing and community development initiatives with economic development, transportation, and environmental investments and programs.

Other Planning & Program Support

- Providing housing expertise and technical assistance to BRPC's Economic Development, Public Health, Energy and Environmental, and Transportation programs as needed.
- Assisting other program areas with developing land use laws, regulations, and policies, with a specific emphasis on housing.
- Contributing housing expertise to comprehensive planning projects, including master plans, ADA self-assessments, and transition plans, and preparing grant applications supporting these land use and planning activities.

Qualifications

Education/ Experience

Master's degree in planning, urban planning, housing policy, public administration or a closely related field from an accredited college or university, plus at least two (2) years of professional planning experience, preferably at the regional or multi-jurisdictional level.

At least one (1) year of experience managing complex planning projects.

An equivalent combination of education, training, and experience may be substituted for the required degree and experience.

Licenses/ Certifications

- Valid driver's license and/or access to reliable transportation.
- LEED Certification preferred.
- AICP preferred.

Knowledge, Skills & Abilities

- Strong interpersonal skills with the ability to communicate and work effectively with public officials, citizen groups, partner agencies, and diverse communities, including underserved and underrepresented populations.

- Excellent written and oral communication skills, with the ability to translate technical and bureaucratic terms into clear, accessible language.
- Strong research and analytical skills, including the ability to evaluate complex public policy issues and develop recommendations.
- Demonstrated ability to organize, prioritize, and manage multiple tasks and workflows independently and collaboratively.
- Effective time management and organizational skills.
- Capacity to develop initiatives from concept through implementation.
- Proficiency in Microsoft Office programs and related software.
- Ability to conduct field assessments and participate in public meetings in all parts of the region at all times of year.
- Ability to lead project teams, provide clear direction, and support effective collaboration.
- Knowledge of and experience using a variety of public participation and education techniques.
- Ability to plan, coordinate, and complete multiple complex projects on time and within budget.
- Knowledge of state and federal housing laws, policies, and programs.
- Ability to develop and manage housing and community development grant applications.

Work Environment & Other Requirements

Work Environment

Work is primarily performed in a professional office environment with regular interaction with agency staff, municipal officials, partners, and the public. Participation in off-site meetings and public forums throughout the region is required and may occur outside standard business hours.

Physical Requirements

Primarily sedentary work with regular computer use. Occasional lifting (up to 25 lbs.), bending, or standing may be required.

Travel & Location

This is an on-site position at the BRPC office, with teleworking in accordance with BRPC policy. Local travel for meetings, field assessments, or events may be required. Mileage for business travel is reimbursed in accordance with current IRS rates.

Work Schedule

This is a full-time, 35-hour per week position. Core hours are 10 am to 4 pm, Monday through Thursday, though you may work a flexible schedule as agreed upon with your supervisor. Occasional evening or weekend hours may be required for public meetings, training, or other events.

Review & Approval

Executive Director's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____