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Job Title: Senior Manager for Planning and Development, HALC

Department: Harvard Allston Land Company

Reports To: Managing Director of Planning and Design Implementation

Job Code: 330059

Position#: TBC

Grade 59

Responsibilities

[The Harvard Allston Land Company \(HALC\)](#) seeks an experienced Senior Manager for Planning and Development, to facilitate the coordination of complex planning and design implementation, design review, and permitting processes across development projects within its portfolio. HALC is a subsidiary of Harvard University and is currently overseeing planning and development for the implementation of the University's Enterprise Research Campus (ERC) in Allston. The vision for the ERC is to transform a historically vacant and underutilized site into a vibrant mixed-use district centered on innovation, collaboration, and entrepreneurship. The first phase, constructed in partnership with a private developer, is nearing completion.

Reporting to the Managing Director of Planning and Design Implementation, this role guides the development and refinement of site development parameters, design guidelines, and key physical planning elements for third-party projects; implements HALC's design review process; and manages complex, multi-party entitlement efforts across the company's development portfolio. The position requires exceptional organizational rigor, strong design judgment, collaborative spirit, and the ability to facilitate alignment among multiple stakeholders — including institutional and development partners, consultants, and public agencies — on a range of complex design, planning, and regulatory issues, ensuring projects advance in a manner consistent with the University's long-term district planning and design standards, HALC's development objectives and agreements, and community commitments.

Key responsibilities include:

- Lead the preparation and review of site development parameters, design guidelines, and physical planning elements for third-party development projects, including site planning, architecture, placemaking, sustainability, transportation, housing, and open space.
- Lead the implementation of HALC's Design Review Process, including complex scheduling, logistics, and consolidation of technical input from stakeholders, consultants, and external advisors within compressed review timelines.
- Coordinate complex entitlement and public approvals processes, managing interdisciplinary input and ensuring consistency across permitting materials.
- Team and collaborate closely with colleagues at the University responsible for broader planning, project management, transportation, legal, permitting, sustainability, and public affairs that contribute to different components of the project.
- Consolidate and synthesize internal review comments on regulatory filings and development applications.
- Contribute design expertise to district- and site-scale implementation, including urban form, massing, public realm design, zoning/policy alignment, real estate considerations, and sustainability and resiliency strategies.
- Track and monitor compliance with established planning, design, and sustainability goals through

structured review and reporting processes.

- Confidently represent planning and design implementation matters in meetings and working sessions, and provide clear reporting to the Managing Director and senior leadership.
- Prepare high-quality materials for internal and external audiences, including presentations, written reports, briefing materials and talking points, FAQs, visual media, verbal presentations, written analyses, memorandums, and marketing materials.
- Manage external consultants and service providers, including planners, designers, engineers, and technical experts, with oversight of scope, schedule, quality, and budget.
- Develop and refine internal processes, standards, and implementation protocols to ensure alignment with University mission, strategic priorities, and regulatory requirements.
- Coordinate closely with other HALC project managers to ensure cross-disciplinary alignment across real estate development, asset management, infrastructure, placemaking and activation efforts.

Basic Qualifications

Candidate must meet the following basic qualifications in order to be considered for this role:

- Bachelor's degree in urban planning, urban design, architecture, or related field.
- Minimum of 8 years of progressively responsible experience in large-scale planning, design implementation, or real estate development (advanced degree may count toward experience).

Preferred Qualifications and Experience

- Advanced degree in urban planning, urban design, architecture, or real estate preferred.
- Demonstrated experience in planning and design efforts for large-scale, multi-phase, mixed-use developments.
- Demonstrated expertise in entitlement and permitting processes at the municipal and/or state level.
- Experience engaging in community processes and public presentations.
- Experience working with senior executives, policymakers, and intergovernmental entities.
- High proficiency in preparing clear, concise visual and written materials for diverse audiences.
- Proficiency in graphic communication and software (AutoCAD, SketchUp, and Adobe Creative Suite).

Core Competencies

- Exceptional organizational and project management skills with the ability to manage multiple complex workstreams simultaneously.
- Strong interpersonal skills; ability to navigate competing interests and hold position in high-level discussions.
- Analytical rigor, creative problem-solving, and ability to synthesize complex technical information into actionable recommendations.
- Ability to work independently while collaborating effectively across disciplines and teams.
- Attention to detail paired with big-picture strategic thinking.

Application Requirements

- Cover letter
- Resume
- Portfolio of representative work samples: 20 pages (10 spreads) maximum; no larger than 10mb