

Policy Director

Position Overview

Generation Housing is seeking a passionate, responsible, and hardworking team player to join the team to develop and implement the agency's policy and advocacy initiatives. This is a full-time (40 hours/week), exempt position that reports to the Executive Director.

The Policy Director is a key member of Generation Housing that works closely with the Advocacy & Communications Director, Executive Director, Advisory Board, and community and political leadership. The Policy Director will manage all aspects of the policy calendar, research and data analysis, and political strategies.

Key Responsibilities

Political strategy and policy development (60%)

- Serve as lead analyst and strategist on Generation Housing advocacy activities with responsibility for (1) researching, analyzing, and developing pro-housing policy; (2) evaluating projects for endorsement; and (3) creating and implementing strategy for promotion of endorsed projects.
- Lead all activities connected to Generation Housing's project endorsement program, including: track housing developments in the region, solicit and receive housing project review applications, develop action plans to support endorsed projects, maintain a list of current and potential housing projects with relevant information about the project, and conduct outreach to developers and local jurisdictions with initial invitations, engagements and fact-finding about projects.
- In collaboration with the Advocacy & Communications Director, navigate multi-level and cross-sector pathways to secure public support and political will.
- Develop and implement research and policy analysis on issues and opportunities related to local housing policy and housing programs, and establish priorities on annual and ongoing basis.
- In collaboration with the Advocacy & Communications Director, manage operating procedures related to pro-housing policies, housing developments, and related advocacy required for their advancement.
- In collaboration with the Advocacy & Communications Director, create an annual work plan based on landscape scan and assessment to increase and engage Generation Housing members in strategic activities leading to campaigns.

Research, data analysis, and education/technical assistance (20%)

- Oversee the development of analytical housing reports as needed.
- Oversee the development of position papers, policy briefs, and public facing communications that further establish Generation Housing as a policy thought leader within the region.
- Leverage data that analyzes and applies to advance housing policy initiatives.

- Provide technical assistance for members, advocates and key allies on housing issues.
- Create and deliver educational material re pro-housing policies and desirable projects to elected and appointed policymakers and other community leaders and organizers.
- Create informational materials, talking points and scripts for communications to members and general public.
- Develop, conduct and evaluate training programs.

Community relations and member engagement (10%)

- Cultivate relationships with elected and appointed policymakers and create opportunities to influence program policies and implementation.
- In support of the Executive Director, participate in leading strategic and educational convenings of various stakeholder and leadership groups.
- Collaborate with the Policy Advisory Committee to discuss and receive input on key policies and housing developments, and integrate feedback into advocacy;
- Coordinate and facilitate local housing policy cohorts such as the Housing Leads Roundtable.

Budgets, compliance, operations support (10%)

- Collaborate with the Operations & Development Director to develop program budgets, solicit funds, write proposals, develop major donor relationships as part of Generation Housing's overall fundraising work.
- In support of the Executive Director, develop educational and informational material for Board members, members, and grant funders.
- Track expenditures, maintain appropriate records, report as required.
- Coordinate with fiscal sponsor, Executive Director, and appropriate professionals and contractors related to Generation Housing campaign and lobbying activities.

Other duties as assigned

Qualifications

- The ideal candidate will have a Master's degree in a related field (such as Public Policy, Sociology, or Political Science) or equivalent experience in Policy or Research direction, preferably in a nonprofit organization.
- Must be a team player, while able work well under minimal supervision, and manage competing priorities.
- Spanish speaking highly desirable.
- Bilingual/bicultural highly desirable.
- Excellent written and verbal communication skills are a must.
- Experience with policy research and development.
- Experience working Tableau, Air Table, Salesforce, Asana, Zoom, and Slack is desirable.



- Interest in affordable housing and/or social justice highly desired.
- Must be flexible, nimble, and able to work effectively under pressure.
- Excellent computer skills including proficiency with the Microsoft Office and Google Suite of software (especially Word/Docs and Excel/Sheets), online research, and basic troubleshooting.
- Strong computer and networking literacy and ability to learn new programs and platforms.

Compensation

- \$95,000-\$110,000/annual salary based on experience and qualifications.
- This is a full-time exempt position with supervisory responsibilities.
- Generation Housing offers a competitive benefits package that includes medical, dental, vision, and life insurance; vacation and sick time; 12 paid holidays; a SIMPLE IRA retirement plan and employer match; and a parking or public transit stipend.

Application Process

- Please email a resume and cover letter to info@generationhousing.org and indicate "Policy Director – YOUR NAME" in the subject line of the email.
- Application deadline is August 12, 2021. Applications will be accepted until position is filled.