

JOB ANNOUNCEMENT

POLICY DIRECTOR - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco, seeks a dynamic, innovative, collaborative, and team-oriented Policy Director to provide strategy, leadership and expertise in the Bay Area and statewide on affordable housing policy.

Founded in 1979, NPH activates our members to make the nine-county Bay Area region a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders and businesses working to secure resources, promote good policy, educate the public and support affordable homes as the foundation for thriving individuals, families and neighborhoods. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement.

Job Summary

The Policy Director is a senior level management position responsible for directing and leading NPH's state policy strategy and implementation, and supervising regional and special policy initiatives. The position provides key staff support to the organization in the areas of public policy development, strategic planning, legislative and regulatory advocacy, member and partner engagement and training.

The Policy Director reports to the Executive Director and collaborates closely with the NPH staff team, Board of Directors, and members; works with state legislators and political leadership throughout the region, along with local, state and national policy partners; and taps policy experts and researchers. S/he serves on the NPH management team and plays a leadership role in the organization and its networks, helping to grow expertise, resources and capacity.

In 2019 and 2020, the Policy Director has a significant opportunity to influence the new gubernatorial administration, develop and advance NPH's state legislative priorities and the 3 Ps framework of housing (market rate production, affordable homes production and preservation, and tenant protections), shape legislation, pursue NPH's regulatory priorities, support our regional advocacy, leverage NPH's membership base of practitioners and advocates, collaborate with partners and allies, and build opportunities for our immediate and long-term policy agenda.

Responsibilities

Policy Development, Legislative & Regulatory Advocacy (50%)

- Carry out research and policy analysis on issues and opportunities related to state housing policy and affordable housing programs, gather member input, and establish policy priorities and a legislative and regulatory agenda on an annual basis.

- Cultivate relationships with legislators and policy staff from the Greater Bay Area and around the state as a representative of NPH and the broader Bay Area affordable housing community.
- Cultivate relationships with state agency and department staff, and create avenues to influence program policies and implementation.
- Develop position papers, policy briefs, and public facing communications that further establish NPH as a policy thought leader within the state and region.
- Collaborate with Communications Director on state policy program media strategy and other public facing communications.
- Collaborate with the Advocacy Director to develop an advocacy strategy that leverages members and member organizations, advances the NPH legislative agenda, and further cultivates the relationship of NPH members and their legislators.
- Gather member input and implement regulatory advocacy priorities at the state level, and the integration of local, state and federal programs and guidelines.
- Supervise staff and consultants as needed.

Research, Technical Assistance and Education/Outreach (10%)

- Oversee the development of analytical housing reports as needed.
- Provide technical assistance for members, advocates and key allies on housing issues.
- Represent NPH at meetings and conferences, and make presentations on affordable housing at the region, state and national level.

NPH Working Groups (25%)

- Provide leadership and staff support to two NPH member working groups: 1) Monthly Legislative Issues Committee and 2) Regulatory Issues Committees (TCAC, MHP, etc.). Provide meeting planning, facilitation, policy analysis and coordination of consultants, members, partners, staff and work programs.
- Assist in the planning of board meetings including presentations on working group policy issues, and provide policy staff reports.
- Regularly communicate with working group members on relevant issues.

Policy Team Supervision and Organizational Development (10%)

- Supervise and support the Regional Planning and Policy Manager on state, regional, and local work, and convene regular policy team meetings to coordinate ongoing work including advocacy, research, and resource development for NPH membership
- Participate with the Management Team and full staff in strategic planning, fundraising, grant applications and reporting, member recruitment, NPH events and programs, and organizational team building.

Other Duties As Assigned (5%)

Necessary Skills and Qualifications

- Bachelor's degree required; strong preference for graduate degree in city and regional planning, public policy or other related field.

- Policy background required with a minimum of 10 years experience working within a legislative office, legislative committee, or state agency with a housing policy focus preferred, or equivalent legislative and advocacy experience.
- Experience of working with/for a nonprofit housing developer preferred; affordable housing project management experience a plus.
- Experience with nonprofit organizations, preferably in affordable housing, community development, homelessness or a related field is highly valued.
- Experience with advocacy work, campaigns, outreach, public education and communications preferred.
- Excellent writing skills and ability to prepare timely memos, reports and letters.
- Ability to assimilate and analyze complex information and legislation.
- Ability to facilitate effective meetings and build excellent working relationships with housing developers, community groups and policymakers.
- Excellent public speaking, interpersonal, and other communication skills.
- Ability to engender collaboration among diverse groups and demonstrated commitment to racial, social and economic diversity, equity and inclusion.
- Must be a collaborative team player, strong supervisor, direct and open communicator; be extremely organized, accurate, responsible, flexible, diplomatic; and able to handle multiple simultaneous priorities and work well under pressure in a fast paced environment.
- This position offers the possibility of being based in the San Francisco Bay Area or Sacramento.

Compensation & Benefits

Salary range is \$110-150K based on prior experience and ability to lead a policy program. This position is an exempt, full-time, permanent position. NPH offers an excellent benefit compensation package including medical and dental insurance; paid vacation, holidays, and sick time; a retirement savings plan; and commuter subsidy benefit.

Application Process

Qualified applicants should email a resume and cover letter to: *info@nonprohousing.org* with the subject header: ***Policy Director Position***. Please include a brief writing sample from current or previous work (5 pages maximum).

Application deadline is February 8, 2019. This position is open until filled.

NPH is an Equal Opportunity Employer.

We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.