

JOB ANNOUNCEMENT

RACIAL EQUITY & INCLUSION PROGRAM MANAGER - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, is looking for an experienced individual dedicated to racial equity to move our work and programs forward in support of improving internal and member/sector-wide diversity, equity, and inclusion.

NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders and businesses. We work to secure resources, promote good policy, educate the public and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities, and communities of color, stay and prosper in the Bay Area.

Job Summary

The Racial Equity & Inclusion Program Manager is responsible for developing, growing and administering NPH's new Racial Equity Program and the Bay Area Housing Internship Program (BAHIP). Both programs are a part of NPH's work to increase and advance racial equity in the affordable housing community. This position reports to the Deputy Director and is responsible for supporting: 1) the effective development, roll-out, management, and support of NPH's internal and industry-wide Racial Equity Action Plan; and 2) the effective administration, development and continuation of the [Bay Area Housing Internship Program \(BAHIP\)](#), now midway through its first year with a cohort of 12 interns. The right candidate for this position will be someone with demonstrated experience in racial equity-related work and experience in administering programs, and who is dedicated to social and racial equity and inclusion.

Duties and Responsibilities

Racial Equity Program (50%)

- Work with the Deputy Director to develop and execute NPH's racial equity-related activities, projects, and groups both internally and for our members.
- Develop and maintain metrics, conduct program evaluation activities, provide appropriate updates on progress, recommend actions to support achievement of goals, and assess overall effectiveness for NPH's racial equity-related activities, projects, and groups.
- Provide expertise to help NPH staff ensure equity is considered as a key component of NPH's policy, programmatic, community engagement, and communications initiatives.
- Provide staff support to NPH's Diversity, Equity & Inclusion (DEI) Working Group, a current forum to address equity, diversity and inclusion in the affordable housing field through peer-to-peer learning and shifting culture in our organizations.

Bay Area Housing Internship Program (BAHIP) (50%)

- Responsible for day-to-day program administration, including developing, maintaining and implementing program, curriculum, annual schedule of events and activities, and regular communication with the Interns and Hosts Agencies.
- Conduct timely recruitment, selection, and placement of interns and host agencies, including development and updating of application and recruitment materials, and community outreach and marketing the internship program.
- Provide staff support to the BAHIP Advisory Committee and engage committee members to provide input on program implementation, and develop long term goals and implementation guidelines.
- Work with the Deputy Director to create and manage the BAHIP program budget, including supporting any fundraising opportunities for the program.
- Develop and maintain metrics, conduct program evaluation activities, provide appropriate updates on progress, recommend actions to support achievement of goals, and assess overall effectiveness for NPH's racial equity-related activities, projects, and groups.

Necessary Skills and Qualifications

- Bachelor's degree in public policy, urban planning, social work, ethnic studies, architecture, social science or related area, OR equivalent related work experience.
- Demonstrated commitment to working in programs to advance racial and social equity.
- Experience in program and project management, coordination, and evaluation.
- Experience in training and curriculum development desired.
- Excellent writing, communication, facilitation and public speaking skills
- Ability to communicate effectively and develop good working relationships with NPH staff, board, members, interns, partners, funders, and supporters.
- Strong computer skills, including proficiency with the Microsoft Office suite and/or Google suite, as well as social media platforms.
- Demonstrated ability to work independently as well as collaboratively and ability to multitask and prioritize different ongoing projects.
- Understanding of affordable housing and community development policies preferred.
- Experience in fund development and grant writing a plus.

Compensation & Benefits

Salary range is \$70,000 to \$90,000. 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 a cover letter to: info@nonprofnhousing.org with the subject header: ***Racial Equity & Inclusion Manager Position***.

Application deadline is February 15, 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.