

JOB ANNOUNCEMENT

POLICY MANAGER - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco and working throughout the nine-county Bay Area and statewide, seeks an enthusiastic, team-oriented, and self-motivated individual to join the NPH team who can support and engage our staff, members and partners to advance our affordable housing policy advocacy and campaign initiatives. The ideal candidate will be an organized and collaborative person who is passionate about advancing affordable housing solutions, and the role it plays in achieving racial and economic justice.

NPH is committed to advancing racial equity in all aspects of our work in order to effect structural change throughout the affordable housing sector and the solutions that we create together. 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.

Job Summary

The Policy Manager will be an integral member of the NPH policy and campaign team and will report to the NPH Senior Policy Manager. The position will work as part of the team providing key staff support to the organization in the areas of regional and state policy development, campaign formation and execution, research and technical assistance, public education, coalition building and issue advocacy, and organizing. This is a full-time, exempt position.

The Policy Manager has a significant opportunity to help make progress on the following NPH priorities: 1) advancing our regional advocacy agenda, 2) moving NPH's state legislation priorities to advance the 3Ps framework of housing (affordable and market-rate housing production, preservation of affordable homes, and protecting tenants from displacement), 3) engaging and leveraging NPH's membership base of practitioners and advocates, and our collaborative partners and allies to build opportunities for our immediate and long-term policy goals.

Responsibilities

Regional Advocacy Campaigns and Coordination (40%)

- Work directly with the Senior Policy Manager to help lead and coordinate the policy advocacy activities for NPH's major regional initiatives and campaigns, including updating the Metropolitan Transportation Commission's Transit Oriented Development Policy; following and advocating on the Regional Housing Needs Allocation process, Plan Bay Area Horizons and Plan Bay Area 2050 (the 9-county Bay Area's long range land use and transportation plan); and all other regional housing initiatives under the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC).

- Track city, county, and regional planning and policy initiatives and provide technical assistance on local housing plans (housing elements), inclusionary policies, housing impact and commercial linkage fees, surplus land dedication, and regional plans (Plan Bay Area, Countywide Transportation Plans) implementation and updates.

State Policy Advocacy (20%)

- Help track and analyze legislation, and write support letters.
- Carry out research and policy analysis on issues and opportunities related to state housing policy and affordable housing programs, and its impact on our members.
- Provide strategy support and relationship building on NPH's state legislative priorities as needed.

Policy Development/Technical Assistance (15%)

- Carry out research, issue analysis, develop and/or update land-use policy tools on local and regional land use plans, land use policies and programs including housing elements, inclusionary housing and other local, regional, state and federal housing plans and policies.
- Provide technical assistance and assist in organizing trainings and policy briefings for elected officials, advocates and key allies on affordable housing issues.
- Provide staff support as needed to the NPH Legislative Issues working group and other ad hoc/issue-based committees.
- Assist in convening NPH members, local housing coalition members, city, county and regional planning staff, elected officials, stakeholders and allied partners in order to work collaboratively to advance affordable housing production and preservation, tenant protections and secure pro-housing policies in the region through shared campaigns and best practices.

Regional Networking (20%)

- Work closely with other regional and local affordable housing advocacy groups and collaboratives including the Great Communities Collaborative and other regional philanthropic initiatives to advance common goals of racial and economic equity and social justice in housing, smart growth, transportation, and land use policies.
- Act as the NPH representative and liaison to regional agencies, such as the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), as well as local governments to ensure the advancement of affordable housing goals .
- Convene and staff NPH's Bay Area Affordable Housing Partners (BAAHP) Working Group.
- Co-convene the GCC Public Lands Working Group alongside the Great Communities Collaborative.

NPH Team Collaboration and Other Duties As Assigned (5%)

- Support NPH's affordable housing ballot measure campaigns, and collaborate with NPH's advocacy and communications team to develop materials that highlight and advance NPH's efforts, educate and engage the public, and provide the technical assistance and resources for NPH members.
- Support NPH membership recruitment, fundraising, trainings, events and capacity building programs as appropriate.

Necessary Skills and Qualifications

- Bachelor's degree required; strong preference for graduate degree in city and regional planning, public policy, law or other related field.
- A minimum of four years of experience in affordable housing, community development or public policy advocacy or a related field, such as land use planning, transportation, or social justice.
- Pragmatic, solutions-oriented thinker with demonstrated experience successfully balancing competing interests to achieve shared outcomes.
- Demonstrated commitment to racial equity and understanding how low-income communities of color have been historically impacted by state and local policies.
- Experience with nonprofit organizations, in affordable housing, community development, homelessness or a related field is highly valued.
- Experience with community organizing, advocacy work, campaigns, outreach, public education and communications a plus.
- Ability to work independently while maintaining good communications and collaborative relationships with staff and team.
- Excellent writing and research skills, and ability to prepare timely memos, reports and letters required.
- Proficiency with G-suite software including Slides, Docs, and Sheets strongly preferred. Experience conducting quantitative analysis in a policy setting is a plus.
- Must be comfortable speaking in public, facilitating meetings, and have excellent communication and diplomacy skills required for politically sensitive contexts.
- Demonstrated ability to engender collaboration among diverse groups, including elected officials, community groups, housing practitioners, and demonstrated commitment to racial, social and economic diversity, equity and inclusion.
- Experience with diverse multilingual communities and advocacy for low-income people a plus.

Compensation & Benefits

The salary range is \$70-90K, commensurate with experience. This position is an exempt, full-time, permanent position. NPH offers an excellent benefit package including medical and dental insurance, paid vacation, holidays and sick time, parental leave, 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 Manager Position**. Please include two brief writing samples from current or previous work where you are the sole author (5 pages maximum).

Application deadline is March 29, 2019. This position is open until filled.

About NPH

NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area and California 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. NPH is committed to racial equity and inclusion, and incorporating this focus on all aspects of our work including policy.

As the collective voice of those who support, build and finance affordable housing, NPH promotes innovative and proven solutions to address the needs of lower income people and people of color who suffer disproportionately from the housing crisis. Our members include non-profit developers, cities and counties, lenders and investors, architects and builders, planners and policy experts, homeless service providers, and community and grassroots advocates. They provide a deep repository of expertise and capacity as practitioners and advocates together in one organization.

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.

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