

## JOB ANNOUNCEMENT: DIRECTOR OF ADVOCACY AND COMMUNITY ENGAGEMENT (FULL-TIME)

To assist NPH in growing public support and political will for investments in critically needed affordable homes across the nine-county Bay Area region, the Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, seeks a **Director of Advocacy and Community Engagement** to expand an innovative policy advocacy and revenue development program intersecting local, regional, state and federal levels.

NPH is a non-profit 501(c)(3) 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 working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families and neighborhoods.

### **Job Summary**

The Director of Advocacy and Community Engagement is a senior position responsible for a significant program of strategy; data collection and analysis; program development and implementation. The Director of Advocacy and Community Engagement reports to the Executive Director and works frequently with the NPH board, political leadership throughout the region, national advocates, communications experts and researchers. S/he serves on the NPH management team and plays a leadership role in the organization and its networks.

The Director of Advocacy and Community Engagement will expand a growing center of expertise, resources, and capacity to move a pro-affordable housing agenda at multiple levels. Engaging professionals from membership, affiliates, sub-regional organizations, allies and advocates in planning, communications and training activities, the Director of Advocacy and Community Engagement builds a foundation for successful electoral work.

In 2018, the Director of Advocacy and Community Engagement will focus primarily on supporting statewide campaign activities in the Bay Area and in coordination with partners across California. Towards 2020, the Director will assess, lay groundwork and create opportunity for successful local measures in targeted communities.

### **Duties and Responsibilities**

#### **Political strategy, data, and analysis (20%):**

- Serve as lead analyst and strategist on NPH campaigns with responsibility for researching, targeting, developing, funding, implementing and analyzing campaigns to generate revenue for affordable home production in the Bay Area;
- Track developments in the region, and seek opportunity for revenue measures;
- Navigate multi-level, bipartisan, unprecedented pathways to secure public support and political will;

- Create an annual work plan based on landscape scan and assessment to engage NPH members in strategic activities leading to campaigns.

**Budgets and Compliance (20%):**

- In support of the Executive Director, develop program budgets and fundraising plans;
- Solicit funds, write proposals, develop major donor relationships as part of NPH's overall fundraising work;
- Track expenditures, maintain appropriate records, report as required;
- Serve as liaison to professional treasurer and campaign counsel, ensuring appropriate reporting and disclosure of campaign and lobbying activities;
- Coordinate with legal counsel, accounting support, contract management and vendors; serves as primary clerical and bookkeeping support for NPH campaign activities.

**Training and Field Activities (20%):**

- Strategically and diplomatically coordinate field activities by members, partners and allies by providing materials, in-service trainings and one-on-one coaching;
- Develop a program of field activity for implementation by sub-regional partners;
- Create field materials, talking points and scripts for communications to voter and general public;
- Develop, conduct and evaluate training programs;
- Set numeric and programmatic goals, analyze progress, adjust to meet performance goals.

**Developing Productive Leadership relationships across the region (20%)**

- Represent NPH in varied communities to build a stronger network of informed, action-oriented NPH allies in local and regional government, partner organizations, funders and consultants;
- Connect the NPH constellation of advocates, allies, members/affiliates and residents in a coordinated series of activities;
- Assess and expand the network through ongoing and progressive activities;
- Integrate recognition of key leaders' accomplishments into NPH activities.

**Communications and Messaging (15%)**

- Support Communications Director in message development and discipline using national network of housing advocates and regional contacts, pollsters and partners;
- In coordination with policy staff at NPH and members or partners, develop detailed policy proposals and arguments for implementing desirable revenue programs;
- Promote and proselytize NPH messaging throughout housing community via coordination with communications staff on earned media and trainings.

**Other duties as assigned (5%)**

**Qualifications**

- Five to seven years of experience as a campaign consultant, senior legislative aide, or policy; advocate/organizer working in human or social services, local government or housing development.
- Demonstrated capacity to get positive electoral results in complex environments;
- Experience with PDI voter database, electoral and demographic data analysis, ballot measures and non-profit organizations;
- Experience with diverse and multilingual communities, advocacy for low-income individuals and families;
- Excellent planning, organizational development and strategic skills.

### **Requirements**

- Proficiency with California campaign finance laws and procedures;
- Technologically savvy. Skilled with voter databases, spreadsheets, presentations;
- Strong planning, communications, interpersonal skills;
- Local travel across the Bay Area required, as well as night and weekend work;
- Individual must be a team player, able to handle multiple simultaneous tasks, extremely organized, accurate, responsible, flexible, diplomatic and able to work well under pressure;
- Strong interpersonal and communication skills; ability to interact professionally with people from diverse backgrounds.

### **Compensation & Benefits**

Salary range is \$95,000-\$120,000 based on prior experience and ability to lead political program. This position is an exempt, full-time, permanent position.

### **Application Process**

Applicants should email a resume and cover letter to [hire@nonprofithousing.org](mailto:hire@nonprofithousing.org) with the subject line: Director of Advocacy and Community Engagement. Please include a brief writing sample from current or previous work (5 pages maximum). Deadline to apply is January 8, 2018.

### **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.