The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, is looking for an energetic, passionate, skilled, and self-motivated individual to support NPH's Policy Director to advance our affordable housing policy advocacy goals. This person would join a collaborative and creative team of about dozen staff with a track record of making impactful progress on affordable housing solutions.

**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 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. 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 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.

**NPH is an Equal Opportunity Employer**
NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be 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.

**Job Summary**
The Policy Associate will be an integral member of the NPH policy team and will report directly to the NPH Policy Director. The position will provide key staff support to the organization in the areas of policy development and execution, research and technical assistance, public education, and issue advocacy. This is a full-time, exempt position.

**Duties and Responsibilities**

*State and Regulatory Policy Campaigns and Coordination (75%)*
- Under the supervision of the Policy Director, advance NPH’s state policy agenda moving forward the 3Ps framework to increase housing Production, encourage Preservation of existing affordable units (both market-rate and income restricted), and Protect tenants from displacement.
- Support NPH’s state policy work by representing NPH at meetings with external partners, speaking on behalf of NPH at public hearings, meeting with state and local legislators and their staff, presenting to NPH members and outside stakeholder groups on critical NPH advocacy priorities. Duties may also include writing letters on behalf of NPH on active legislation, tracking bills, and regularly communicating with NPH members regarding NPH priorities.
• Under the supervision of the Policy Director support NPH’s regulatory advocacy activities including monitoring and working with the Tax Credit Allocation Committee (TCAC) and the California Debt Limit Allocation Committee (CDLAC) as well as other critical affordable housing funding bodies such as the Department of Housing and Community Development (HCD) and the California Housing Financing Agency (CalHFA). Duties may include convening member meetings, writing letters on behalf of NPH’s membership to state regulatory bodies, and meeting directly with staff at state regulatory agencies.

• Support Policy Director in developing materials that highlight and advance NPH’s policy efforts, educate and engage affordable housing supporters and allies, and provide technical assistance resources for NPH members.

**Policy Development/Technical Assistance (25%)**

• Carry out research and issue analysis on critical local, regional, state and federal housing plans and policies.

• Develop and/or update advocacy tools, including toolkits, policy briefs and best practices.

• 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 to NPH working groups and committees.

• Assist in convening housing coalition members, city and county staff, stakeholders and allied partners in order to work collaboratively to advance affordable housing production, preservation, and tenant protection policies.

**Necessary Skills and Qualifications**

• Bachelor’s degree and at least two years of relevant experience working for an organization focusing on affordable housing, community development, public policy advocacy or in a related field such as land use planning, transportation, and social justice; OR four years of equivalent experience working for an organization in the areas previously named.

• Excellent communication, writing, research, and public speaking skills required.

• Must be familiar with G Suite tools (sheets, docs, slides), able to perform basic quantitative analysis and qualitative analysis (documenting trends, conducting interviews, translating data into policy recommendations).

• Demonstrated ability to engender collaboration among diverse groups, including ability to facilitate effective meetings and build good working relationships among a variety of people and constituencies, including elected officials, community groups, housing developers, and policy makers.

• Commitment to racial and economic equity and inclusion, social justice, and affordable housing.

• Legislative or issue advocacy experience a plus.

• Experience with diverse multi-lingual communities and advocacy for low-income people a plus.

**Compensation & Benefits**

Salary range is $60,000 to $80,000/yr, commensurate with experience. 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@nonprofithousing.org with the subject header: Policy Associate Position.

Application deadline is March 20, 2020. This position is open until filled.