

## **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 a Policy Manager. The ideal candidate will be a strategic thinker, and an enthusiastic, team-oriented, and self-motivated person who is passionate about advancing affordable housing solutions, and the role it plays in achieving racial and economic justice.

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 Manager will be an integral member of the NPH policy and campaign team and will report to the NPH Policy Director. 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 with an explicit focus on racial equity and inclusion to build more affordable homes, preserve existing housing affordability, and protect tenants from displacement, 2) 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.

### **Duties and Responsibilities**

#### ***Regional Advocacy Campaigns and Coordination (50%)***

- Work directly with the Policy Director to help lead and coordinate the policy advocacy activities for NPH's major regional initiatives and campaigns, including developing strategy and critical analysis and reaching out to elected officials and their staff on the following regional initiatives: the Metropolitan Transportation Commission's update of its Regional Transit Oriented Development Policy; the local implementation of housing elements; the creation of the Bay Area Housing Finance Authority (BAHFA); the regional implementation of Plan Bay Area 2050 (the 9-county Bay Area's long range land use and transportation plan); BART's implementation of its Transit Oriented Development Policy through AB 2923; and all other regional housing initiatives under the purview of the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC).
- Track city, county, and regional planning and policy initiatives and promote policies that foster the 3Ps of housing (Production of more affordable homes, Preservation of existing housing affordability, and Protections of tenants from displacement) and advance racial equity as a representative of NPH and our membership.

***Policy Development/Technical Assistance (15%)***

- Carry out research and issue analysis, and develop and/or update land-use policy tools on local and regional land use plans, 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), the Metropolitan Transportation Commission (MTC), BART, 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.

- Participate in all relevant regional networking initiatives pertaining to affordable housing policy.

### ***State Policy Advocacy (10%)***

- Provide research and policy analysis, strategy support and relationship building on NPH's state legislative priorities as needed.

### ***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 and racial equity 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, strategic thinker with demonstrated experience running programs that successfully balance competing interests to achieve shared outcomes.
- Demonstrated ability to advance original solutions in sensitive political environments.
- 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 \$80,000 - \$95,000, 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**

Applicants should email a resume and cover letter to ***info@nonprofithousing.org*** with the subject header: ***Policy Manager Position***. Please include a brief policy writing sample (memo, report) of no more than 500 words from current or previous work where you are the sole author (5 pages maximum).

**Application deadline is February 12, 2021.** This position is open until filled.