

## **JOB ANNOUNCEMENT POLICY DIRECTOR - 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 Director. The ideal candidate will be a strategic thinker, a collaborative leader, and self-motivator 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 Director is a senior level management position responsible for formulating and leading NPH's state policy strategy and implementation informed by member policy priorities, as well as supervising regional and special policy initiatives. With a strong racial and economic equity lens, the Director focuses on affordable housing, and embraces the comprehensive framework of advancing the 4 P's of housing (housing production, housing preservation, tenant protections, and homelessness prevention).

The Policy Director reports to the Executive Director and collaborates closely with the Director of Advocacy & Community Engagement and the Communications Director on NPH's broad engagement strategy to move forward our organizational and coalition policy advocacy goals and long-term vision. The Policy Director will also collaborate with the broader NPH staff team, Board of Directors, NPH members, state legislators and political leadership throughout the region, coalition partners, and other policy experts and researchers. The Policy Director is a member of the NPH management team and plays a key role in supporting organizational

sustainability goals and strengthening organizational systems as a thought partner to the Executive Director and Deputy Director.

### **Duties and Responsibilities**

#### ***Policy, Legislative, and Regulatory Advocacy Strategy Development (50%)***

- Lead state and federal policy, legislative, and regulatory strategy and implementation, and oversee and support regional and local policy initiatives, with a strong racial and economic equity lens.
- Carry out research and policy analysis on issues and opportunities related to state housing policy and affordable housing programs, gather member input, and establish policy priorities and a legislative and regulatory agenda on an annual and ongoing basis.
- Gather member input and implement legislative and regulatory advocacy priorities at the state level, including the alignment of local, state, and federal programs and guidelines.
- Cultivate relationships with legislators and policy staff from the 9-county Bay Area and around the state as a representative of NPH and the Bay Area affordable housing community.
- Cultivate relationships with state agency and department staff, and create opportunities to influence program policies and implementation.
- Cultivate, grow and strengthen member engagement and strategic coalitions and partnerships to achieve short and long-term goals. Lead and support policy working groups of members and/or coalition partners.
- Oversee the development of position papers, policy briefs, and public facing communications that further establish NPH as a policy thought leader within the state and region.
- Collaborate with Communications and Advocacy & Community Engagement teams on building public support and political will to advance NPH's priority agenda, including media strategy and other public facing communications, and political strategy to leverage NPH's membership and strengthen our relationships with policy makers.

#### ***Staff Supervision & Support and Organizational Development (20%)***

- Supervise the two Policy Team members, and support their professional and leadership development goals.
- Oversee the work of policy consultants, including a legislative contract lobbyist.
- Ensure collaboration and work integration of the Policy Team with other NPH staff teams.
- Participate as part of the Management Team and full NPH staff team in strategic planning, fundraising, grant applications and reporting, member engagement & recruitment, NPH events and programs, and organizational team building.

#### ***Member Engagement - NPH Working Groups (20%)***

- Lead two NPH member working groups, Legislative Issues Committee and Regulatory Issues Committee, as part of member engagement and feedback to inform NPH's policy, legislative, and regulatory advocacy work. This includes ensuring meeting planning, facilitation, policy analysis and coordination of consultants, members, partners, staff and work programs.

- Support the Executive Director in planning board meetings to meaningfully engage board members as thought leaders on strategic and timely policy issues.
- Collaborate on timely communications to membership or subgroups to engage and activate them and to further NPH's policy goals.

### ***Research, Technical Assistance and Education/Outreach (10%)***

- Oversee the development of analytical housing reports as needed.
- Provide technical assistance for members, advocates and key allies on housing issues.
- Represent NPH at meetings and conferences, and make presentations on affordable housing at the region, state and national level.

### **Necessary Skills and Qualifications**

- Strategic thinker and team-oriented collaborative leader with demonstrated experience leading programs, coalitions and/or policy initiatives that successfully balance competing interests to achieve shared goals.
- Minimum 10 years of experience in California state policy, legislation or advocacy or the equivalent. Housing policy focus and experience preferred.
- At least 4 years experience leading a team and as a direct supervisor of staff, with demonstrated collaborative leadership skills.
- Strong ability to prioritize and problem-solve.
- Excellent project management skills.
- Ability to assimilate and analyze complex information and legislation.
- Bachelor's degree required; strong preference for graduate degree or professional experience in affordable housing, public policy, city and regional planning, or other related fields.
- Experience of working with/for a nonprofit housing developer preferred; affordable housing project management experience a plus.
- Experience with nonprofit organizations, and experience at a nonprofit in the field of affordable housing, community development, homelessness or related is highly valued.
- Familiarity or experience with advocacy work, campaigns, outreach, public education and communications preferred.
- Excellent writing skills and experience in writing a variety of document types, including memos, reports and letters.
- Ability to facilitate effective meetings and build excellent working relationships with housing developers, community groups, and policymakers.
- Excellent verbal and written communication skills, including public speaking and interpersonal.
- Ability to engender collaboration among diverse groups and demonstrated commitment to racial, social and economic justice, diversity, equity and inclusion.
- This position offers the possibility of being based in the San Francisco Bay Area or Sacramento.

### **Compensation & Benefits**

Salary range is \$110-145K based on prior experience and ability to lead a policy program. This position is an exempt, full-time, permanent position. 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 cover letter to:

***info@nonprofithousing.org*** with the subject header: ***Policy Director Position***.

Please include a brief writing sample from current or previous work that demonstrates your ability to write clearly and persuasively and your policy analysis skills (5 pages maximum).

**Application deadline is August 6, 2021.** This position is open until filled.