

## **JOB ANNOUNCEMENT**

### **DIRECTOR OF CAMPAIGNS & COMMUNITY ENGAGEMENT – FULL-TIME**

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy and membership organization based in San Francisco, seeks a Director of Campaigns & Community Engagement. The ideal candidate will be a strategic thinker, a collaborative leader, a coalition builder, a self-motivator, and a supportive supervisor of staff, with significant ballot measure campaign expertise and who is passionate about advancing affordable housing and homelessness 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. Based in San Francisco, NPH leads work throughout the nine-county Bay Area and statewide on affordable housing policy. 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 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, LGBTQIA+ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

#### **Job Summary**

The Director of Campaigns & Community Engagement is a senior-level position responsible for growing public support and political will for investments in affordable housing and homelessness solutions, particularly through electoral strategies, member and community engagement, and coalition campaigns. This position will build and implement a collaborative power building, leadership development and capacity building strategy, and expand upon innovative advocacy and electoral campaign programming intersecting local, regional, state and federal levels.

This position reports to the Executive Director, supervises and supports a growing department of two additional staff, and collaborates closely with the Policy Director and Communications Director. The Director of Campaigns & Community Engagement will also work with the NPH Action Fund, an affiliated 501(c)(4) organization established to advance lobbying and electoral campaign activities and capacity for affordable housing. From 2022 - 2024, the Director of Campaigns & Community Engagement will focus primarily on advancing a comprehensive and transformative state and regional electoral strategy to unlock billions of funding for affordable housing and homelessness solutions.

## **Duties and Responsibilities**

### ***Political Analysis & Strategy and Coalition Building (30%)***

- Serve as lead analyst and strategist on NPH campaigns with responsibility for researching, developing, funding, implementing and analyzing campaigns to generate revenue for affordable home production in the Bay Area;
- Prioritize coalition building, leadership development, capacity building and integrating racial and economic justice goals in all aspects of the work with team members;
- Track conditions and emerging developments in the region and state, and seek opportunity for revenue measures and power building;
- Lead and collaborate on multi-level, bipartisan, unprecedented strategies to secure public support and political will;
- Support and build capacity on the Campaigns & Community Engagement (CCE) team, including creating and updating a landscape scan and assessments to engage NPH members and partners in strategic activities leading to campaigns.

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

- Develop program budgets and work with the Executive Director to brainstorm fundraising targets and follow-up strategies;
- Collaborate with other NPH team members to solicit funds, write proposals, develop major donor relationships as part of NPH's overall fundraising work;
- Track expenditures, maintain appropriate records, and conduct grant, financial, lobbying and legal reports as required;
- Serve as liaison to professional treasurer and campaign counsel, work with team to support appropriate reporting and disclosure of campaign and lobbying activities;
- Coordinate with legal counsel and oversee campaign contracts and vendors.

### ***Relationship-Building with Leaders across the region (20%)***

- Represent NPH in various convenings to build a stronger network of informed, action-oriented NPH allies among elected officials, public officials, partner organizations and sectors, funders and consultants;
- Collaborate with and support the CCE team to connect the NPH constellation of advocates, allies, members/affiliates and residents; assess and expand the network through ongoing, coordinated and progressive activities; and integrate recognition of key leaders' accomplishments into NPH activities.

### ***Trainings and Field Activities (20%)***

Collaborate with and support the CCE team to:

- Strategically grow and coordinate field activities by members, partners and allies through integrated voter engagement and leadership development programming;
- Test and implement a new Bay Area comprehensive voter data and targeting tool with coalition partners;
- Create field materials, talking points and scripts for communications to affordable housing residents, voters and other targeted audiences;
- Develop, conduct and evaluate campaign and community engagement training programs, including "train the trainer" models;

- Set measurable programmatic goals, analyze progress, and make adjustments to meet goals and milestones.

### ***Organizational Development & Strategy (10%)***

Collaborate with and support the CCE team to:

- Support NPH's organizational development priorities, and strategic plan implementation;
- Engage in NPH's team building and organizational culture building;
- Participate in NPH's signature events and fundraising;
- Advance NPH's racial equity and member development programming;
- Support NPH's strategic communications, narrative shift and messaging, and NPH's policy advocacy and strategy.

### **Necessary Skills and Qualifications**

Please note that candidates need not have all of the below in order to be qualified for this position. A strong candidate will match at least 80%.

- Five to seven years of experience leading campaigns including political strategy, managing consultants and coalitions, coordinating field programs, and fundraising
- Experience supervising staff and a team
- Demonstrated success and a track record of results in complex electoral environments
- Extensive experience with PDI or other voter database, electoral and demographic data analysis;
- Experience with working with nonprofit organizations on ballot measure campaigns;
- Demonstrated experience with creating an inclusive engagement experience with diverse and multilingual communities, including centering low-income individuals and families;
- Experience with coalition building and cultivating a base of leaders;
- Experience with advancing racial equity and collaborative team building;
- Excellent planning, organizational development; and strategic thinking skills;
- Proficiency with California campaign finance laws and procedures;
- Technologically savvy, and understands the importance of data strategy in campaigns
- Strong facilitation, presentation and training skills;
- Local travel across the Bay Area required, occasional travel statewide, as well as night and weekend work as needed;
- Collaborative team player with strong interpersonal and communication skills and be able to interact positively with people from diverse backgrounds;
- Able to handle multiple ongoing priorities, extremely organized, accurate, responsible, flexible, and work well under pressure.
- Able to maintain positive working relationships with external partners and stakeholders

### **Compensation & Benefits**

Salary range is \$120,000 - \$145,000 based on prior experience and ability to lead electoral programs. 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.

### **Work Location and Safety Protocols**

NPH staff are currently mostly working remotely, with access to the office as needed; we anticipate opening up our offices (located in downtown San Francisco) for flexible return mid-2022 as public health guidance allows. The CCE Director will be expected to attend in-person events and meetings as needed, and as safety precautions allow.

### **Application Process**

Applicants should email a resume and cover letter to [Molly@nonprofithousing.org](mailto:Molly@nonprofithousing.org) with the subject line: **Director of Campaigns & Community Engagement application**. Please include 1-2 brief relevant writing samples from current or previous work (6 pages maximum). Although this position is open until filled; **we ask that interested candidates submit their applications by June 6, 2022.**