

JOB ANNOUNCEMENT
SENIOR MANAGER, COMMUNITY ENGAGEMENT – FULL-TIME
(June 11, 2024)

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy and membership organization, seeks Senior Manager of Community Engagement. This person will be responsible for supporting ballot measure campaigns and coalition strategies. The ideal candidate will be detail-oriented and a self-motivator.

They will have at least five years' experience with political campaigns, state or local government, and/or affordable housing. They are eager to support statewide electoral and legislative strategies. This candidate is passionate about ensuring campaigns meaningfully engage the community across California and specifically in the San Francisco Bay Area.

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.

We have a record of success passing legislation and winning ballot measures, and offer critical programs to strengthen our industry and movement. 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.

Job Summary

NPH's Campaigns and Community Engagement Team is seeking a Manager of Community Engagement. This is a new position responsible for mobilizing NPH's members in electoral campaigns, resident engagement, and grassroots advocacy. This position will also represent NPH in local, regional, and statewide coalitions that focus on electoral campaigns.

The Manager of 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.

Duties and Responsibilities

Affordable Housing Voter Mobilization (40%)

A primary responsibility of this position is to mobilize the statewide and regional affordable housing communities, including NPH members, in the November 2024 elections, with a focus on long-term movement building that would continue beyond November. This includes, but is not limited to:

- Engaging staff of affordable housing members like resident services managers in electoral campaigns; and
- Working with NPH Executive Director, Director of Campaigns and Community Engagement, other senior staff, and external campaign consultants to develop a voter education and mobilization plan for NPH's electoral activities in 2024; and
- Presenting the plan to coalition partners, NPH members, funders, and the broader community; and
- Working with outside vendors, developing a data and evaluation plan to measure the success and impact of this work.

Training & Capacity Building (40%)

This position will design NPH training programs in electoral campaigns for our members and ensure capacity building occurs in the Bay Area affordable housing ecosystem. The training and capacity building responsibilities include:

- Working with staff and consultants to design and implement a new campaign training curriculum for the 2024 election cycle.
- Tracking capacity building initiatives related to electoral campaigns at the state and regional levels.

Grassroots Organizing (10%)

This position would support NPH's overall grassroots organizing efforts, including NPH policy campaigns regarding state and federal legislation, coalition efforts to advance regional and local affordable housing priorities, and similar projects. Sample tasks include preparing agendas, developing presentation materials, scheduling meetings, conducting targeted turn-out, facilitating discussions, tracking follow-up activities and managing coalition communications.

Organizational Development & Strategy (10%)

- 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;
- Ensure alignment between our programs and organization-wide priorities, values, and policies;

- Regularly meet with other NPH departments to explore opportunities for collaboration and ensure alignment between programming/events and other departments.
- Integrate and uplift racial equity practices and values in the planning, implementation, and outcomes of events and programs
- Collaborate with NPH colleagues and participate in organizational development including all staff trainings, retreats, team building, and fundraising
- Other administrative duties as assigned including, but not limited to, typing and distributing meeting notes, processing reimbursement and invoice requests, filing, and making copies.

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%.

- At least 5 years of nonprofit affordable housing, electoral campaign, government and/or community work, in increasing roles of leadership and responsibility.
- Experience supervising employees, managing consultants, and/or leading cross-functional teams.
- Experience working at fundraising events and/or with establishing donor pitch meetings
- Experience working with consultant teams
- Experience in complex electoral environments
- Experience working with nonprofit organizations
- Experience working with spreadsheets, data and databases
- Demonstrated commitment to advancing racial equity and collaborative team building
- Excellent planning, time management, and strategic thinking skills
- Able to handle multiple ongoing priorities, extremely organized, responsible, flexible
- Awareness of California campaign finance laws and procedures
- 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 maintain positive working relationships with external partners and stakeholders
- Experience working in the San Francisco Bay Area with community organizations, elected officials, government housing agencies, and/or labor unions.
- Proven ability to design and evaluate new programs.

Compensation

Salary range is \$105,000 to \$120,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, and a retirement savings plan.

Work Location and Safety Protocols

NPH staff are currently mostly working remotely with some required in person days, as well as access to the office as needed or preferred. The Senior Manager, Community Engagement, will be expected to attend in-person events and meetings as needed, approximately 40-60% of the work week.

Application Process

To apply, please submit a resume and brief cover letter by e-mail to Bill Barnes at bill@nonprofithousing.org. While we appreciate all those who are interested in the role and take the time to apply, please note that we will contact only those moving through with interview times. Please, no calls.

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.