

JOB ANNOUNCEMENT SENIOR REGIONAL POLICY MANAGER - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy organization based in San Francisco, is looking for a passionate and policy-minded individual to spearhead our regional affordable housing policy initiatives. We are looking for a well-organized and collaborative person who can direct and engage our staff, members, and partners to support our advocacy campaigns and strengthen internal and sector-wide diversity, equity, and inclusion.

NPH Background

NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. Our membership includes 750 affordable housing developers, advocates, community leaders, and businesses. We work 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.

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.

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 Senior Regional Policy Manager's primary objectives are to lead and advance NPH's regional policy, membership, and coalition initiatives. They will be an integral member of the NPH policy team and will report directly to the NPH Policy Director. The position will also collaborate on and support regional campaigns and state advocacy as needed.

This person will work with the Policy Director to prioritize and balance near-term and long-term strategies to achieve regional policy, membership engagement, and organizational goals. The Senior Regional Policy Manager will lead assigned NPH working groups and represent NPH in other regional forums. This person will be responsible for creating strategic objectives for these groups and regional efforts. This will require independent research and consistent communication with the Policy Director and NPH members to ensure we are advancing the most effective and strategic policies to advance our organization's vision. This person will also be responsible for cross team collaboration.

This position will serve as the policy team's local liaison with elected officials and affordable housing stakeholders in the region. This will require strong interpersonal skills, occasional public speaking, and strategic input on regional and local policy efforts. The position will also support our regional electoral and narrative campaign efforts and serve as a thought partner with our various NPH teams, including the Campaigns, Communications, as well as Member Programs and Events, Fund Development and Operations on how to execute NPH's strategic goals. The Senior Regional Policy Manager may also oversee and manage the work of NPH consultants working on regional policy.

Duties and Responsibilities

Regional Policy Advocacy Lead and Coordination (40%):

- Lead on advocacy strategy and implementation for NPH's major regional policy initiatives. This will require:
 - Collaborating with the Policy Team and core members to ensure we prioritize the most important and urgent initiatives.
 - Tracking and responding to advocacy opportunities and updates from Bay Area Housing for All (BAHA) coalition, Bay Area Housing Finance Authority (BAHFA), Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG), and others.
 - Provide input and support on legislative, electoral, and regulatory policies and advocacy.
 - Track key regional policy developments and support the advocacy efforts of our regional coalitions and membership.
- Support and liaise between the policy, campaigns and the communications teams to develop materials that highlight and advance NPH's efforts, educate and engage members and the public, and provide the technical assistance and resources for NPH members.
- Collaborate with members, partners, and contracted advisors to interpret, analyze, and execute efforts around regional, state, and campaign policy initiatives.

Membership Engagement and Community Networking (40%):

- Serve as staff lead for key regional NPH working groups.
 - Staffing and facilitating assigned working groups, comprised of representatives of NPH members - organizations who develop and operate affordable housing and sub regional partner organizations that advocate for affordable housing.
 - Duties may include coordinating and setting up monthly or quarterly updates via Zoom or in person; seeking the working group's input on policy development; composing written feedback in response to their feedback and suggestions; problem-solving and identifying solutions that address a range of responses, engaging and coordinating meetings with public officials; testifying at hearings; coordinating member testimony; and holding space for group discussions.
 - The working groups may include:

- The Bay Area Affordable Housing Partners (BAAHP) which works together to maximize regional collaboration and coordination. The members include leading regional affordable housing organizations from the Bay's counties.
 - The Permanent Supportive Housing Coalition Working Groups (PSH), which works to generate consensus on best practices for PSH, and develop a collective advocacy agenda to improve the PSH ecosystem for consumers and developers/owners.
- Engage with the NPH members and working groups to solicit feedback on policy and coordinate advocacy campaigns that strengthen our affordable housing efforts.
- Work closely with other local affordable housing advocacy groups to advance common goals of racial and economic equity and social justice in housing, smart growth, transportation, climate, and land use policies.

Policy Development and Organizational Collaboration (20%):

- Carry out research and issue analysis on local, regional, state and federal housing plans and policies, including data analysis.
- Provide technical assistance and coordinate with the Events Team in organizing trainings and policy briefings for elected officials, advocates and key allies on affordable housing issues.
- Assist in convening NPH members, local housing coalition members, stakeholders, and allied partners in order to work collaboratively to advance affordable housing production, preservation, tenant protection and homelessness prevention.
- Collaborate with NPH colleagues and participate in NPH programming and events, organizational development, team building and fundraising activities, as well as our Racial Equity and Inclusion programming.

Necessary Skills and Qualifications

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong candidate will match at least 80%.

- Minimum 3-5 years of experience in a similar senior advocacy position at an affordable housing or comparable organization
- Degree in public policy, urban planning, or related area, OR equivalent related work experience.
- Experience in affordable housing development, policy, urban planning, community development, or a related field.
- Excellent communication, writing, research, and public speaking skills required.
- 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.
- Experienced and comfortable working in partnership with groups diverse in age, race, gender, and professional level.
- Demonstrated commitment to racial and economic diversity, social justice, and affordable housing. Proactive and takes initiative.

- Proficiency in Google Suite and MS Office applications.
- Agenda planning, facilitation and presentation skills required. Quantitative analytical skills are a plus.

Compensation & Benefits

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, a retirement savings plan, and work from home stipend.

Work Location and Safety Protocols

NPH staff are currently working in a flexible environment both remotely and in-office (located in downtown San Francisco). We currently require two in-person staff meeting days a month, with more as needed based on roles and projects. This may evolve over time. We also require in-person attendance at annual signature events, staff and board retreats, and other member and program gatherings.

Application Process

Applicants should submit a resume, cover letter, and two writing samples no longer than three pages each that demonstrate your ability to clearly explain policy or technical issues to a non-expert audience. Samples might include a policy memo to a public agency, for example. Please email submissions to jennifer@nonprofithousing.org with the subject header: Senior Regional Policy Manager Position.

This position is open until filled. We anticipate that the first round of interviews will start no sooner than September 9, 2024.