NON-PROFIT HOUSING ASSOCIATION
OF NORTHERN CALIFORNIA
The Voice of Affordable Housing

JOB ANNOUNCEMENT
SENIOR POLICY MANAGER - FULL-TIME, EXEMPT

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco, is seeking a Senior Policy Manager with experience in California housing development to lead its advocacy on state housing program regulations and funding.

NPH is a nonprofit 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. 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.

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 Policy Manager is a member of NPH's policy team and reports directly to the Policy Director. This position leads NPH's advocacy on state housing program regulations and funding, working to make sure the programs that finance affordable housing work for NPH's members and the communities they serve. The Senior Policy Manager is also the policy team's main support for drafting, tracking, and research across state, regional, local, and federal policy, working with the Policy Director and the Senior Regional Policy Manager, and produces research and communications that keep members informed and ready to take action.

Duties and Responsibilities

Regulatory and Program Implementation (40%):

- Monitor regulatory updates and funding announcements for key housing programs, including programming from the California Housing and Homelessness Agency (CHHA), The Housing Development and Finance Committee (HDFC), the California Department of Housing and Community Development (HCD), the Tax Credit Allocation Committee (TCAC), the California Debt Limit Allocation Committee (CDLAC), the Affordable Housing and Sustainable Communities program (AHSC), Homekey, CalHFA, and preservation programs.
- Develop strategies to respond to, support, or give feedback on issued guidelines, and draft comment letters.

- Staff and facilitate the Regulatory Issues Committee, gathering member input on regulations and turning it into written feedback, and represent NPH before public officials through meetings and hearing testimony.
- Partner with members, partners, and contracted advisors to interpret, analyze, and execute efforts around regulatory policy initiatives.

Legislative, Budget and Federal Support (15%):
- Maintain NPH's bill tracker and draft position letters for the Legislative Working Group (LWG).
- Draft analyses of the state budget and alerts to members.
- Track key federal housing policy, including the Low-Income Housing Tax Credit (LIHTC) and HUD appropriations, and support the advocacy efforts of our national coalitions.
- Draft sign-on letters and outreach to the Bay Area congressional delegation.
- Track public land and surplus land legislation in support of NPH's work with partner organizations.

Regional and Local Support (15%):
- Support NPH's participation in the regional policy efforts, such as the Regional Housing Stakeholder Committee, by preparing meeting notes, a decision log, and memos.
- Research and draft letters on local policy issues in partnership with the Senior Regional Policy Manager.
- Monitor select agendas of the Association of Bay Area Governments (ABAG), the Metropolitan Transportation Commission (MTC), and the Bay Area Housing Finance Authority (BAHFA), and write summaries ahead of key meetings as needed.

Research, Education and Member Communications (15%):
- Conduct research and issue analysis, including data analysis, on local, regional, state, and federal housing plans and policies.
- Contribute to NPH's newsletter and member action alerts.
- Provide technical assistance and help the Events team organize member trainings and policy briefings for elected officials, advocates, and key allies
- Advise NPH's Emerging Leaders Peer Network (ELPN) on policy and advocacy.

Team and Cross-Department Collaboration (15%):
- Participate in policy team meetings and regular check-ins with the Policy Director.
- Collaborate with NPH's Campaigns, Communications, and Member Programs and Events teams.
- 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.

Necessary Skills and Qualifications
Research shows that some candidates hold back from applying unless they meet every qualification. If your experience doesn't match every item here but you're excited about this work, we'd still like to hear from you.

- 5-7 years of experience in policy, advocacy, organizing, affordable housing, community development, or a related field. Graduate degrees, internships, fellowships, and volunteer experience count towards this requirement.
- Degree in public policy, urban planning, or a related area, or equivalent experience.
- Strong writing skills, including the ability to explain policy or technical issues clearly to both an expert and non-expert audience.
- Research and analytical skills; comfort working with data is a plus.
- Strong organizational skills and the ability to track multiple deadlines and priorities.
- Knowledge of or interest in learning about non-profit affordable housing development, preservation, and operations as well as California's housing finance programs and the state legislative and regulatory process.
- Ability to build good working relationships with NPH members, partners, public officials, and colleagues from diverse backgrounds.
- Commitment to racial and economic equity, social justice, and affordable housing.
- Proficiency in Google Suite and MS Office applications.

Compensation & Benefits
Salary range is $110,000-$125,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, and a retirement savings plan.

Work Environment
NPH staff currently work 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.

The following describes the typical physical demands and work environment for this role. Upon request, NPH will provide reasonable accommodations to perform the essential functions of the job.

Physical Activities	Sitting: Heavy	Standing: Moderate	Kneeling: Moderate
	Carrying: Light	Bending: Moderate	Lifting: Light
	Walking: Moderate	Typing: Heavy	Talking: Heavy
	Seeing: Heavy	Speaking: Heavy	Hearing: Heavy

Application Process

Applicants should submit a resume, cover letter, and one writing sample no longer than three pages that demonstrates your ability to clearly explain policy or technical issues to a non-expert audience. Please apply via: https://nonprofithousing.bamboohr.com/careers

Although this position is open until filled, we encourage interested candidates to apply by November 30, 2026.

If you have any questions please email info@nonprofithousing.org.