

Job opening: Washington Low Income Housing Alliance

TITLE: Director of Policy and Advocacy

REPORTS TO: Executive Director

SUMMARY: This position's primary responsibility is to oversee the development and implementation of state legislative priorities. Other responsibilities include developing and implementing federal legislative agenda and directing the mobilization program.

DUTIES AND RESPONSIBILITIES: The Housing Alliance is a collaborative work environment where all employees participate in planning and carrying out the organization's mission and goals. This position is specifically responsible for the following:

Develop and implement state and federal legislative priorities (approx 70% of time)

- Coordinate policy committee planning processes to create state federal legislative agendas;
- Gather input from WLHA members across the state and from various sectors of the housing spectrum about the housing needs in their communities and ensure those needs are considered in developing legislative priorities;
- Support member participation in establishing legislative priorities, especially ensuring that smaller organizations, organizations and individuals outside the Puget Sound region, and low-income members are represented;
- Provide support and direction to the organization's lobbyist;
- Provide information to and regularly communicate with elected officials and their staff about low-income housing needs in Washington State;
- Testify as needed before state legislative committees;
- Work with policy committees, lobbyist and Executive Director to respond to bill drafts and amendments that impact low-income housing;
- Develop and implement strategies to move policy priorities forward;
- Stay abreast of best practices and innovative policy solutions being implemented outside Washington State;
- Develop and maintain relationships with key partners, networks, and coalitions that can help achieve policy goals.

Oversee mobilization program (approx 20% of time)

- Supervise Mobilization Coordinator;
- Develop and implement strategies to mobilize members and others to support organization's policy priorities;
- Conduct mobilization program evaluation.

Administrative and organizational planning (approx 10% of time)

- Prepare and present verbal and written reports to Board, members, funders, and public;
- Participate in management team and staff meetings;
- Participate in organizational development and strategic planning processes;
- Assist with fundraising by helping to prepare advocacy and mobilization grants and participating in donor outreach and education.

Perform other duties as required.

QUALIFICATIONS:

- Bachelor's degree plus five years experience in issue advocacy, legislative arena, campaign, or community organizing. Additional experience will be considered in lieu of formal education;
- Understanding of housing policy strongly preferred;
- At least two years experience in program management and supervision;
- Experience with policy advocacy and legislative process, preferably in Washington State;
- Ability to work effectively with a broad range of people including elected officials, non-profit, housing authority and government staff, bankers and staff of financial institutions, low-income people, and grassroots advocates;
- Strong analytic skills and ability to articulate complex ideas to a wide range of audiences;
- Excellent meeting facilitation and consensus building skills;
- Experience and skill in working with and building coalitions;
- Experience managing staff, interns, and/or volunteers;
- Excellent verbal and written communication skills;
- Strong computer skills (Macintosh environment);
- Ability to work independently while maintaining a strong organizational identity and effective relationships with co-workers;
- Access to personal transportation and ability to travel statewide;
- Ability to work occasional evenings and weekends;
- An understanding of the root causes of poverty and housing insecurity;
- A commitment to creating a multicultural organization and respect for differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance;
- A commitment to social and economic justice and to ensuring a safe, decent, affordable home for everyone.

BENEFITS:

Competitive nonprofit salary commensurate with experience. Benefits include health, vision and dental insurance, retirement, vacation, sick leave, and generous holiday schedules.

HOW TO APPLY:

Send resume and succinct cover letter describing your relevant experience and why you are interested in this position to: jobs@wliha.org as soon as possible, but no later than Friday July 3rd.

The Washington Low Income Housing Alliance is committed to the belief that each individual is entitled to equal employment opportunity. Persons of color, women, lesbian, gay, bisexual and transgender people are encouraged to apply.