



WASHINGTON LOW INCOME
Housing Alliance



Washington Housing Alliance
ACTION FUND

Title: Director of Organizing

Reports To: Executive Director

About us: The Housing Alliance is a 501(c)(3) that develops and advocates for public policy solutions to Washington's affordable housing and homelessness challenges. Our organizational members include housing and service providers across the state, and we mobilize those organizations plus a broad base of individuals to advocate for solutions.

The Housing Action Fund is the political voice in Washington for expanding access to affordable homes and solutions to homelessness. We are a 501(c)(4) that educates voters, promotes strategic public policy, and supports candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes in thriving communities.

We believe that achieving our mission of affordable homes for all requires an awareness of current and historical forms of institutional oppression, and a commitment to working toward becoming a fully equitable and anti-racist organization. Institutional oppression can take many forms – from the redlining that once prevented African American families from purchasing homes using federally-backed mortgages to the legal discrimination that occurs today, which allows landlords to deny tenancy. We are committed to critically examining how power dynamics and privileges impact individuals, communities, and larger systems. We practice a commitment to dismantling systemic, institutional and personal experiences of oppression in regards to both process (how we work) and product (what we work on), to help create conditions in which all people have opportunity to thrive.

Over the last several years, we've secured almost \$300 million to build affordable homes through the Housing Trust Fund, created a new funding source for local communities to use for affordable homes, improved tenants' rights through the biggest overhaul of the Residential Landlord Tenant Act since its inception in the 1970s, and outlawed discrimination against tenants who use housing vouchers or other public support to pay the rent.

About the position: This position develops and implements mobilization and organizing activities to advance our public policy goals. This includes engaging members and supporters in a wide range of activities. This position coordinates closely with the Director of Policy and Advocacy to ensure alignment with policy goals and lawmaker education needs and with the Communications Specialist to ensure our communications are effective in engaging our supporters in advocacy. The position is approximately 60% Housing Alliance time 40% Action Fund time.

Who we are looking for: We are looking for someone who is deeply committed to public policy advocacy as a social change strategy, who shares our commitment to equity and racial justice, and who also has a commitment to self-reflection, personal growth, and working on their own internal racial and other biases. You should understand both relational organizing and digital organizing, and know when and how to deploy both. Some of our most satisfying and important work involves organizing with leaders who are low-income and who may be experiencing homelessness, and you should be excited about that and be able to build strong relationships whatever your class background. Just as important is tapping the power of our 150+ organizational members across the state and finding creative ways to help them engage in advocacy.

We have a lot going on at any time, and you'll need good project management skills and confidence in your systems to stay flexible and responsive in a fast-paced and changing environment. We're a small team that does a lot. We try to have fun doing it and encourage (but want to get better at) work-life balance. You should bring a willingness to work hard but also be able to model and encourage boundaries and practicing self-care.

This position is based in our Seattle office, but if the right candidate lived in another part of Washington state, we would consider a remote option.

Essential Responsibilities:

Build our base and engage key constituent groups in advocacy (40%)

- Develop and implement strategies for engaging people in communities most impacted by homelessness and the lack of affordable housing, including people of color, people with disabilities, and LGBTQI+ people.
- Develop and implement strategies to leverage our organizational relationships across the state for advocacy (including regional housing consortia, homelessness coalitions, and other organizational members.)
- Develop and implement strategies to mobilize large numbers of people using digital tools like e-blasts, online petitions and targeted actions, and peer-to-peer texting. Ensure nonprofit board members are provided ample opportunities, support, and encouragement to participate in advocacy;
- Oversee ongoing development of Resident Action Project and other efforts to engage residents of affordable homes and people who have experienced homelessness or housing instability in advocacy;
- Expand our base of advocates in key legislative districts.

Manage Action Fund candidate electoral program (30%)

- Assist in developing, distribute, and collect candidate questionnaires;
- Collect feedback from policy team and local affordable housing and homelessness advocates about candidates;
- Track responses and support endorsement committee in developing recommendations;
- Disseminate information about endorsed candidates to membership and lift up candidates of color and others whose communities are underrepresented in elected bodies;
- Develop field plan and recruit, train, and deploy volunteers for voter contact in key elections;
- Build and support local endorsement committees in key regions.

Team Management and Leadership (10%)

- Supervise full-time community organizer, full-time QuEST fellow, and part-time MSW intern, and ensure strong vision, work planning, and coordination across programs.

Grow and Engage Action Fund Membership (10%)

- In collaboration with Executive Director, develop and implement plan to build individual membership base;
- Participate in planning and organizing Action Fund events including member meetings, fundraisers, house parties, etc.

Other (10%)

- Participate in organizational equity and racial justice efforts, including race-based caucusing;
- Participate in staff meetings, training, and retreats; represent the Housing Alliance/Action Fund in coalitions.

This job description is not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position. Time percentages are estimates and will vary seasonally and may change based on the needs of the organization.

Required qualifications:

- At least five years' experience in community, labor, or electoral organizing, or issue campaign advocacy;
- Supervisory and staff development experience;
- An understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression.
- A skillful verbal communicator with strong writing skills;
- Able to work occasional evenings and weekends.

Desired qualifications:

- Comfort with online advocacy tools;
- Experience working with connected C3-C4 organizations;
- Familiarity with affordable housing and homelessness issues in Washington;
- Understanding of the Washington state legislative process.

Salary & Benefits: The starting annual salary range for this position is \$65,000-73,000 depending on experience. Generous benefits package includes health, dental, and vision insurance; employer contribution to retirement account; subsidized ORCA pass; life insurance; health care/child care flexible spending account and generous vacation, sick leave, and holidays.

How to apply: Please send resume and succinct cover letter describing why you are interested in the position, your relevant experience, how you would bring a commitment to equity and racial justice to the role, and how you learned of the opportunity to jobs@wliha.org. We also request that you complete our voluntary, anonymous [demographic survey](#) to help us improve our hiring processes. No phone calls, please.

Hiring timeline: The position is open until filled, with resumes being reviewed as they are received.

We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage people of color, LGBTQI+ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.