

Title: Director of Organizing
Reports To: Executive Director

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.

Primary Responsibilities: 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. For 2019, the position will be approximately 60% Housing Alliance time 40% Action Fund time.

Essential Responsibilities:

Build our base and engage key constituent groups in advocacy (50%)

- Supervise mobilization and organizing staff and interns (currently one full-time and one part-time organizer and a part-time MSW intern. We expect a QuEST fellow to join the team in September.)
- 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.
- 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 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.
- Ensure nonprofit board members are provided ample opportunities, support, and encouragement to participate in advocacy;
- Oversee 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.

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 staff meetings, training, and retreats;
- Participate in organizational equity and racial justice efforts, including race based caucusing;
- 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.

What we're looking for:

Someone who is deeply committed to creating social change through public policy advocacy. 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 for tracking and juggling your workload. 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.

Our staff and board are committed to working toward becoming a fully equitable and anti-racist organization and we are looking to bring on new team members who share

that commitment and also have a commitment to self-reflection, personal growth, and working on their own internal racial and other biases.

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

Required qualifications:

- At least seven years experience in community, labor, or electoral organizing, or issue campaign advocacy;
- Supervisory experience;
- Be a skillful verbal communicator with strong writing skills;
- Be flexible and responsive in a fast-paced and changing environment;
- Have a commitment to public policy advocacy as a social change strategy;
- Have an understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression.
- Be able to work occasional evenings and weekends.

Desired qualifications:

- Comfort with online advocacy tools;
- Experience working with connected c3-c4 organizations;
- Strong facilitation skills;
- Familiarity with affordable housing and homelessness issues in Washington;
- Understanding of the Washington state legislative process.

Salary & Benefits: Salary \$65-73k 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 your relevant experience, why you are interested in this position 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, but priority will be given to candidates who apply by March 17. We hope to complete phone screens the week of March 18 and hold first round interviews the week April 1 with a second round the following week. Our goal is to have a new person on board by late April.

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.