



Title: Member Organizer

Reports To: Director of Organizing

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 affordable 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: The person in this position engages organizational members, individual advocates, and other stakeholders in advocacy campaigns. This includes supporting members in mobilizing their constituencies (their staff, members, boards of directors, residents, etc.) They will make sure advocates understand our policy goals and are able to effectively communicate those goals with lawmakers. This position works primarily on behalf of the Housing Alliance.

Essential Responsibilities:

Engage and support member organizations and other stakeholders in advocacy (40%)

- Support member organizations in advocating and engaging their networks, with a strong focus on organizations rooted in communities of color and other underserved communities, organizations in key legislative districts, and regional affordable housing consortia and homelessness networks;
- Support and engage our Homelessness Advisory Committee, a statewide body of homelessness advocates and organizations that advises on our work to end homelessness;
- Inspire and recruit member organizations to engage their board members in advocating for our public policy priorities largely through online engagement, including a quarterly board advocacy newsletter, organizational sign-on letters, and regular advocacy action alerts.

Manage Housing Alliance mobilization campaigns (30%)

- Collaborate with organizing, policy, and communication team to write and ensure execution of high-quality and strategic action alerts, blog posts, and other related materials;
- Turn out supporters for online advocacy campaigns and other advocacy actions;

- Grow our base of supporters, especially in key regions, through online and in person outreach.

Support and engage advocates (20%)

- Educate advocates on policy and advocacy issues through webinars, high-quality and accessible educational materials, and in-person training;
- Present on policy priorities and advocacy at conferences, workshops, and coalition meetings;
- Ensure that training incorporates equity and racial justice analysis;
- Support members, allies, and stakeholders in preparation for testimony and meetings with lawmakers;
- Support and expand network of legislative district leaders.

Other (10%)

- Track metrics and report on key campaign goals;
- Participate in staff meetings, training, and retreats;
- Participate in organizational equity and racial justice efforts, including race-based caucusing;
- Represent the Housing Alliance in coalitions;
- Other duties as assigned.

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. If you don't know the affordable housing and homelessness system already that's okay, but you should be ready to jump in and learn about the issues we advocate for. You'll need a strong understanding of the policies we work on to be able to support other people in advocating. We expect the person in this position to be constantly thinking of ways to engage more people in our advocacy work. You should be curious and creative about trying new tactics, quick to evaluate effectiveness, and able to change course when something isn't working. 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. Since we juggle a lot at once you'll need good organizational skills to manage your work. We all work independently and as part of various teams, so you'll do best if you are proactive and able to motivate yourself and can also collaborate and communicate well with colleagues.

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.

Overnight travel is rare but may be required for conferences or outreach activities far from the office. Evening and weekend work is required on occasion. 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.

The strongest candidates will demonstrate all or most of the following:

- Have at least four years experience in community or labor organizing, coalition management, or issue campaign advocacy;
- Familiarity with affordable housing and homelessness issues in Washington;
- Be able to work effectively with a wide range of stakeholders;
- Have strong public speaking and 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 comfortable using online advocacy tools to mobilize people;
- Be competent with Microsoft Office programs, including Word, Excel, and PowerPoint;
- Familiarity with affordable housing and homelessness issues in Washington;
- Understanding of the Washington state legislative process.

Benefits: Salary \$54-60k 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 31. We hope to complete phone screens the week of April 1 and hold first round interviews the week April 8 with a second round to follow week. Our goal is to have a new person on board by early May.

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.