

Position Description

Director of Advocacy and Community Engagement



Background

Company Overview

Established in 2000, the Coalition for Nonprofit Housing and Economic Development (CNHED) is a dynamic 501(c)(3) association of 140 organizational members working to foster just and equitable community development solutions that address the needs and aspirations of low-and moderate-income District of Columbia residents. CNHED's members represent a broad spectrum of nonprofits, for-profits, and government agencies that build, preserve, and manage affordable housing; provide tenant technical services; protect tenants' rights; offer homeownership counseling; advise and lead capital to small businesses and community projects; connect residents to career pathways; deliver critical family services; and engage, represent, and benefit low-and moderate-income residents of the District.

Position Summary

The Coalition for Nonprofit Housing and Economic Development (CNHED) seeks an energetic, experienced professional to join our team. The Director of Advocacy and Community Engagement will work under the direction of the President & CEO to organize and manage CNHED's advocacy campaigns and community engagement initiatives. The position will provide opportunities to collaborate with colleagues beyond CNHED who are engaged in similar work, including affordable housing developers, small business technical assistance providers, workforce development providers, lenders, homelessness prevention and supportive services practitioners, tenant advocates, think tank and academic experts, legal services providers, government officials, and elected representatives. This position is heavily grassroots oriented and focuses on developing and building relationships with District residents, advocates, community leaders, and government officials.

Primary Duties and Responsibilities

Advocacy

- Collaborate with President/CEO and policy leads to develop cross-issue advocacy strategy
- Collaborate with the communications team to develop a coordinated advocacy, communications, and social media strategy
- Collaborate with CNHED policy leads, working groups, and advocacy partners to amplify policy recommendations and positions
- Develop an engagement workplan surrounding the District's annual budget process outlining CNHED's advocacy involvement throughout the entire process
- Train CNHED members and supporters on advocacy methods and coalition-building techniques
- Recruit and supervise advocacy interns and volunteers
- Develop collaborative relationships with District elected leaders and government staff
- Provide support for other projects, as needed

Campaign Activities and Trainings

- Coordinate and host annual Housing for All rally and Advocacy Day, as well as town halls, community meetings, info sessions, and briefings with community members
- Collaborate with policy lead and key stakeholders to build out Digital Equity Now campaign
- Develop a workforce development advocacy campaign
- Design, launch, and manage advocacy, organizing, and leadership training curricula for CNHED members and District residents
- Update and manage CNHED's digital advocacy tool, Phone2Action

Community Engagement

- Develop and facilitate Community Voices Working Group to advise CNHED on the perspectives and experiences of residents with lived experience with affordable housing and workforce development programs
- Facilitate the Resident Leadership Team's work to advise CNHED on relevant affordable housing issues and to develop and implement tactics to recruit, engage, and mobilize supporters of CNHED's Housing for All campaign
- Assist residents, community leaders, and others with drafting testimony, questions, and public comments about legislation, regulations, and policies regarding homelessness, affordable housing, and workforce development
- Serve as the primary liaison between CNHED and District residents
- Collaborate with CNHED members to connect with District residents
- Research new ways to engage community members in affordable housing, small business, and workforce development issues

Qualifications

- Bachelor's degree required
- Minimum of 5 years relevant experience
- Strong commitment to social, economic, and racial justice
- Demonstrated experience building coalitions among diverse individuals and organizations
- Demonstrated experience developing, organizing, and managing advocacy campaigns and large events for advocacy purposes
- Demonstrated experience in mobilizing community and grassroots campaign supporters
- Demonstrated success using a variety of media channels for advocacy and organizing, including, but not limited to, traditional media, social media, and Phone2Action
- Strong organizational and project management skills
- Strong people skills
- Strong public speaking skills
- Excellent skills in written and oral communications
- Ability to set, manage, and meet multiple deadlines simultaneously
- Ability to work independently as well as collaboratively in a team environment
- Ability to take initiative, problem-solve, and think strategically
- Ability to adjust quickly to change-of-plans, new strategies or approaches; be nimble and flexible
- Knowledge of current community development policy and budget landscape on the District, state, or federal level preferred

Compensation

The salary for this position is commensurate with experience, education, and track record of accomplishments. CNHED offers a competitive benefits package including 100% individual health, dental, and vision insurance, employer retirement contributions, paid vacation and sick leave, a transportation subsidy, and an optional deferred salary retirement plan. This is a non-exempt position.

To Apply

Please email a resume (with "Director of Advocacy and Community Engagement" in the subject line) along with a cover letter of interest to jobs@cnhed.org. No phone calls please. References may be required. CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.