

# JOB DESCRIPTION

## Housing Policy Manager



### Company Overview

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Established in 2000, The Coalition for Nonprofit Housing and Economic Development (CNHED) is a dynamic association of 160 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

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The Housing Policy Manager will work under the programmatic direction and supervision of the Senior Vice President for Housing Policy, Research, and Development in coordinating CNHED's priorities in the policy areas of affordable housing and homelessness prevention. To further the mission of CNHED, the Housing Policy Manager will collaborate with affordable housing developers, lenders, homelessness prevention and supportive services practitioners, tenant advocates, think tank and academic experts, legal services providers, government officials, and CNHED staff members to develop and advance policy priorities and strategies.

### Primary Duties and Responsibilities

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#### *Policy*

- Coordinate and staff CNHED's Housing Committee and housing-related Working Groups and work with them to develop CNHED policy and advocacy positions on housing issues.
- Ensure effective communication with District of Columbia officials, CNHED members and partners, community members, advocacy allies, and key opinion leaders around housing policy and advocacy issues.
- Analyze District of Columbia legislation, policies, regulations, and annual budgets and prepare and submit testimony for public hearings.
- Develop policy and position papers.

#### *Advocacy*

- Collaborate with CNHED members, allies, and staff to develop and implement advocacy plans and strategies.
- Educate, recruit, and maintain strong working relations with CNHED members and allies.
- Develop CNHED advocacy materials.
- Write articles and policy briefs.

#### *Special Projects*

- Conduct data gathering, research, and analysis for CNHED studies and reports.
- Participate in CNHED's and members' meetings and events.
- Provide support for other projects as needed.

## Skills Set Sought

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- Strong commitment to equity, equitable results, and community voice.
- Exceptional program development and program management skills.
- Strong organizational skills and attention to detail.
- Excellent interpersonal, communication, writing, and editing skills.
- Ability to take initiative, problem-solve, and think strategically, both independently and in a team environment.
- Ability to set, manage, and meet multiple deadlines simultaneously.

## Qualifications

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- Bachelor's degree required, advanced degree in a related field preferred, with five years relevant experience.
- Demonstrated experience delivering results in the community and relevant sectors, including understanding the local housing ecosystem and stakeholders.
- Understanding of and/or experience with the housing development process and willingness to explore new ways to finance, preserve, and develop affordable rental and ownership housing.
- Experience communicating effectively and collaborating with diverse people and communities, including people with live experience, philanthropy, government staff and elected leaders, institutional leaders, and investors.
- Prior work experience in community development field and/or policy and advocacy work.
- Previous supervisory experience preferred.
- Familiarity with community development in the District of Columbia a plus.
- Demonstrated quantitative and qualitative research skills preferred.

## Career Development

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CNHED offers and encourages regular opportunities for career development by subsidizing employees to attend training courses and to obtain certifications.

## Compensation and Benefits

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CNHED offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, teleworking, and an optional deferred salary retirement plan. Salary is \$100,000 to \$120,000 based on experience and record of accomplishments. This position is exempt from overtime wages.

## To Apply

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Please email a resume (with **"Housing Policy Manager"** in the subject line) along with cover letter of interest and salary requirements to [jobs@cnhed.org](mailto:jobs@cnhed.org). No phone calls please. The position is open until filled. References will be required. CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.