

JOB DESCRIPTION

Chief Housing Officer



Company Overview

The Coalition for Nonprofit Housing & Economic Development (CNHED) is a 501(c)(3) association for the nonprofit affordable housing and community economic development sector in the District of Columbia, with more than 180 organizational members. CNHED's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. CNHED's strength is in its convening power, highly successful advocacy, robust communications and information sharing, and equipping its members with tools and resources for their work. CNHED's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Position Summary

The Chief Housing Officer works under the supervision of the President & CEO. To further the mission of the Coalition, the Chief Housing Officer works closely with the other members of the staff, especially the Chief Economic Development Officer and Director of Advocacy and Community Engagement, to develop and advance affordable housing and homelessness prevention policy priorities and strategies. The Chief Housing Officer also supervises the Director of Housing Programs and manages the District of Columbia Landlord Partnership Fund.

Primary Duties and Responsibilities

Policy

- Work with the Board of Directors, Housing Committee, and Working Groups to develop CNHED policy and advocacy positions on affordable housing and homelessness prevention issues.
- Coordinate and staff CNHED Working Groups under the Housing Committee.
- Ensure effective communication with District officials, members of the media, CNHED members and partners, community members, advocacy allies, and key opinion leaders around housing policy and advocacy issues.
- Analyze and write legislation, regulations, policies, and position papers.
- Write and deliver testimony for public hearings.
- Research and develop CNHED policy and advocacy positions on affordable housing and homelessness prevention issues.
- Co-lead the DC Preservation Network, coordinating federal and local government agency representatives, tenant advocates, housing developers, and lawyers to track and preserve the affordability of over 39,000 units of publicly assisted housing.
- Facilitate working groups, committees, and task forces on topics related to housing production and preservation, homeownership, tenant rights, supportive and resident services, and homelessness prevention.

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Research

- Act as principal investigator on affordable-housing- and homelessness-prevention-related research reports.

Development

- Conceptualize, develop, and write affordable-housing- and homelessness-prevention-related grant and contract proposals and applications.

Advocacy

- Coordinate with the Director of Advocacy and Communications to develop and implement advocacy plans and strategies.
- Educate and recruit members as advocates around affordable housing and homelessness prevention issues.
- Maintain strong working relations with advocacy allies.

Special Projects

- Other duties as assigned

Qualifications

- Bachelor's college degree required, plus advanced degree in related field preferred, with ten years relevant experience.
- Prior work experience in affordable housing
- Familiarity with DC Housing Policy and Programs
- Prior experience in policy work and advocacy
- Ability to lead research projects
- Exceptional organizational and project management skills.
- Ability to work independently and demonstrate initiative.
- Exceptional written and oral communications skills.
- Ability to work in a team environment.
- Ability to interact with diverse individuals and organizations.
- Previous supervisory experience preferred.
- Familiarity with community development in the District of Columbia a plus

Compensation and Benefits

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 commensurate with experience and track record of accomplishments. This position is exempt from overtime wages.

To Apply

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