



Housing Policy Director

Summary of Organization

Founded in 1989, the Sacramento Housing Alliance (SHA) is the leading voice for housing justice in the Sacramento region. SHA works toward its mission through advocacy, coalition building, and education, with a focus on housing policies that result in housing affordability and protections for people at the lowest incomes. SHA is supported by members that include affordable housing developers; homeless service agencies; legal services; and environmental justice, social and racial equity, civil rights, and other housing justice advocates.

The actively engaged board of directors consists of local, regional, and state experts in affordable housing development, land use and housing policy, homelessness, renters' rights and other policy and program areas that affect housing affordability.

Role of the Housing Policy Director

The Policy Director is a senior level management position which reports to the Executive Director. The position provides key staff support to the organization in the areas of affordable housing public policy development, strategic planning, legislative advocacy, public education, communications and media relations, and training for the membership. This is an exciting opportunity for an experienced, innovative leader to play a key role in maintaining SHA's position as a leading advocate for affordable housing in the Sacramento region. SHA is looking for a Policy Director to help take SHA to the next level.

Responsibilities

Coordination of Affordable Housing Public Policy, law, Finance and Development, Research, and Advocacy Activities (60%):

- Work with the Executive Director and Board of Directors to create and implement the annual policy priorities and work plan.
- Perform research, issue analysis, and developing position and white papers and policy briefs identifying affordable housing needs and

issues as well as policies and strategies and new advocacy tools.

- Provide reliable timely analysis and strategic guidance on SHA's activities at the local and state level, including legislation.
- Develop and disseminate materials regarding local and legislative developments to our members, partners, policy makers and the media.
- Prepare local and regional analytical reports regarding affordable housing law, planning and finance.
- Prepare and manage action alerts, calls to action and other advocacy activities.
- Assist Communications and Education Outreach in coordinating letter writing and phone campaigns.
- Convene and participate in meetings on policy issues.
- Monitoring weekly agendas and calendar of City and County of Sacramento and when needed other SACOG regional governments on critical housing and homeless issues.
- Attend, make and submit comments at area city council and county supervisor meetings.
- Develop and design presentation materials.

Outreach/Education & Technical Assistance/Training (20%)

- Represent SHA in coalitions, bringing affordable housing expertise and the perspective of our diverse members including nonprofit affordable housing developers, affordable housing and planning professionals, advocates, and others.
- Recruit new allies to assist with and contribute to SHA affordable housing policy and advocacy efforts, including allies in local and regional government and partner organizations.
- Prepare and make presentations on affordable housing issues for presentations around the region and state.
- Assist in organizing and facilitating the annual Regional Affordable Housing Summit, quarterly roundtable meetings, webinars, and other educational events.

Communications (20%)

- Write and Provide information, articles and help edit the monthly newsletter.
- Build and provide content for action alerts, call to action, public meetings, and other events.

- Develop content for annual report.
- Help identify influencers and supporters.

Qualifications: Candidates should possess the following:

- Two- four years in housing policy experience.
- Experience in housing elements, affordable housing and clear understanding of finance and non- profit housing programs
- Extensive experience in a leadership role in representing an organization on housing issues especially to vulnerable and communities of color.
- Provide and produce monthly reports to executive director
- Excellent advocacy, consensus-building, coalition-building, and leadership skills; demonstrated ability to work collegially and collaboratively with diverse staff and other organizations;
- demonstrated ability to work with groups and individuals across the political spectrum.
- The ability to produce consistent, quality work in a fast-paced environment is essential.
- Strong belief in the need for and value of permanent affordable housing and an understanding of the factors contributing to the housing crisis.
- Exceptional verbal and written communicant skills.
- Ability to analyze and interpret legislative and regulatory language.
- An exceptionally high level of integrity, trust, accountability, and superior judgement
- Understanding of and commitment to social change through supporting the education and outreach of low-income people, historically disadvantaged people of color to change their communities and to participate directly in changing public policies.
- Ability to manage several projects simultaneously and to adjust to frequently changing demands.
- Strong computer skills.
- Bachelor's degree required; Master's degree preferred.
- Travel Requirements: Moderate.

The Sacramento Housing Alliance is an equal opportunity employer.

Salary and benefits: The Housing Policy Director position is a full-time salaried position with medical dental and vision plan, flex spending retirement account with 3% match contribution, and competitive vacation and sick leave.

For interested candidates please email a cover letter and resume to: sha@sachousingalliance.org. No calls please.