

JOB DESCRIPTION

Housing Policy Associate



Background

Company Overview

The Coalition for Nonprofit Housing & Economic Development (The Coalition) is a 501(c)(3) membership association for the community development sector in the District of Columbia, with more than 170 organizational members. The Coalition's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. Our strength lies in our convening power, highly successful advocacy, robust communications and information sharing, and equipping our members with tools and resources for their work. The organization's 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.

Initiative Overview

The Connecting Capital and Community (3C) initiative identifies community-rich neighborhoods in underinvested or gentrifying parts of DC and deploys capital and technical expertise to preserve their key housing assets. Under this initiative, The Coalition, in partnership with LISC DC and additional collaborative partners from the public, private, and non-profit sectors, aims to reinvest in small multifamily housing (specifically, 5-49-unit rental and co-operative properties) to support the economic success of both small-scale local owner-operators and building residents.

Position Summary

Working closely with the Chief Housing Officer, the Housing Policy Associate will advance proven and innovative approaches to housing affordability and access in the District of Columbia. The role entails project management, problem-solving, stakeholder engagement, research, and issue analysis. During the course of their work, they will learn The Coalition's grounded approach to policy development, communicate regularly with The Coalition's members, and participate in periodic learning exchanges with peers in other jurisdictions.

The Housing Policy Associate's primary duties involve special projects, such as small multifamily housing preservation, affordable housing cost reduction, and low-income homeowner success. They will also support organizational awareness about the core housing issues of interest to our rental, ownership, and supportive housing working groups

Primary Duties and Responsibilities

Special Projects

- Support on-time delivery by translating grant proposals into project management trackers.
- Coordinate with the Chief Housing Officer to ensure projects remain on track.
- Plan and host advisory meetings in community-centered locations and at The Coalition's office, in partnership with the Chief Housing Officer.
- Conduct in-person, phone, and email outreach with prospective beneficiaries and delivery partners.
- Compile and track data on project milestones, deliverables, and interim results.
- Review project activities, feedback, and results to identify potential policy lessons.
- Provide other organizational support as needed.

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Policy

- Track relevant policies, regulations, programs, and comment opportunities.
- Support legislative, regulatory, and budget analysis and testimony.
- Draft policy proposals that respond to current opportunities and emerging challenges.
- Participate in in-person meetings related to The Coalition's work.

Research

- • Conduct data gathering, research, and analysis for Coalition studies and reports.
- • Develop sufficient familiarity with DC and national housing data to infuse evidence in policy discussions.
- • Uplift potential research questions that emerge from policy and program work.

Core Competencies / Soft Skills

- Love of DC spanning the past, present, and future.
- Commitment to equity, equitable results, and community voice.
- Excellent interpersonal communication and attention to detail.
- Commitment to a strong and collaborative workspace.
- Ability to take initiative, solve problems, and think strategically, both independently and in a team environment.
- Ability to set, manage, and meet multiple deadlines.
- Respect for all parts of a healthy housing ecosystem, including residents, developers, property managers, lenders, housing counselors, tenant organizers, and agency staff.

Preferred Qualifications

- A minimum 5-year professional track record that blends community engagement and project management OR 2-years plus a master's degree in policy, planning, or a related field.
- Comfort with spreadsheet tools in Microsoft Office Suite and/or Google Workspace.
- Demonstrated excellence in project management.
- Experience communicating effectively and working collaboratively with diverse people and communities.
- Familiarity with DC neighborhoods and the contemporary concerns of DC's renters, rental property owners, and residents.
- Understanding of the principles of housing development and finance, including local housing policy.
- Experience with relationship-building, facilitating, and problem-solving.
- Prior policy research experience preferred.
- Conversational Spanish or Amharic is a plus.

Compensation and Benefits

The salary for this position is \$80,000-\$100,000. The Coalition offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, hybrid work options, 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 and a brief statement of interest (with "Housing Policy Associate" in the subject line) to Maya Brennan (jobs@cnhed.org). No phone calls please. The position is open until filled.

References may be required. The Coalition is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.