



National NeighborWorks[®] Association

Title: Director of Policy and Engagement	Reports to: Executive Director
Location: Washington, DC	Status: Full-time, Exempt

About National NeighborWorks Association

National NeighborWorks Association is a membership-based national trade association for NeighborWorks chartered organizations and other associated organizations focused on establishing, stabilizing and improving government programs and regulations that positively affect our members' neighborhoods and communities. We accomplish this through effective education, advocacy and communication of our member's needs and promote our members' missions to essential decision-makers at all levels of government, nonprofit collaborations and associations, industry colleagues, as well as philanthropic and corporate stakeholders. We are the voice of the Network of Excellence, of NeighborWorks organizations. We provide a means by which our member organizations pursue their neighborhood, community, regional, statewide and multi-state goals and objectives, including diversity, equity and inclusion.

National NeighborWorks Association has been an advocate for diverse, equitable and inclusive neighborhoods and housing for low-to-moderate-income Americans since 1996. Currently we represent 235 NeighborWorks organizations in every state, Puerto Rico and the District of Columbia. In FY20, our organizations leveraged federal funding \$59 for every \$1 of investment, creating over \$9 billion of affordable housing and community & economic development. This could not be possible without highly respected bipartisan, bicameral relationships with Congress, the administration and regulators. We establish and grow these relationships through educating our stakeholders, providing forums of exchange by our members with members of Congress and being viewed as the conduit of on-the-ground sources of information regarding needs, issues, success, and challenges of our membership.

We are a lean organization. This position will increase the staff to 3, not including 2 interns. We believe that home matters; that race, equity, diversity and inclusion matters; that people matter; that communities matter, that advocacy matters.

About the Position of Director of Policy and Advocacy

The Director of Policy and Advocacy will help develop and implement the current and future policy and advocacy agenda for National NeighborWorks Association. Also, the Director of Policy and Advocacy will serve as the point person for continuing our successful member-advocacy capacity building and engagement, including NNA Legislative Day, a day of Hill advocacy involving approximately 200 NeighborWorks leaders from across the country. NNA focuses on federal legislation, regulations, policies, and programs, as well as having entered into the environment of educating our members on state-level advocacy. The Director of Policy and Advocacy will build on that focus, bringing an equity lens to our policy development/support and our engaged advocacy.

Key components include:

- Conducting federal and state legislative, regulatory, and policy analysis, and communicating that analysis to our membership.
- Communicating with and mobilizing members and stakeholders on advocacy efforts, including writing policy briefs and support materials for effective advocacy.
- Representing National NeighborWorks Association in collaborations, coalitions and networks, while cultivating strategic partnerships.
- Meeting with Congressional staffers and elected officials, administration officials, and federal agencies, including regulatory agencies.
- Leading and collaborating with NNA's Manager of Membership Services creating additional success through the facilitation of the annual NNA Legislative Day event.
- The Director of Policy and Advocacy reports directly to the Executive Director, is the staff contact for the NNA External Policy Committee - working closely with chair of that committee and collaborates with the Manager of Membership Services to create a synergistically impactful policy and advocacy organization.

The dynamic position of the Director of Policy and Advocacy promotes deep and effective collaborations, creative independence, innovative strategic thinking and doing, and the opportunity to engage stakeholders from the grassroots level to the esteemed halls of Capitol Hill, and everywhere in between. The position of Director of Policy and Advocacy will provide the opportunity to build on skills in policy and advocacy, creating amplification opportunities in affordable housing and community & economic development, successful engagement and communications and impact.

Key Responsibilities

- In collaboration with the Executive Director and NNA External Policy Committee, develop and implement a federal policy agenda with a race, equity, diversity and inclusion lens to meet our member's needs.
- Identify and strategically establish and maintain relationships with Congressional offices and committees, federal agencies, and other stakeholders to advance legislation and rule-making that positively impacts and leverages our members' work.
- Track congressional activity, regulatory comment periods, and stakeholder communications to identify issues to be brought to our membership's attention for educational purposes and/or to engage advocacy.
- Advocate individually and in coalitions in the affordable housing and equity environment to advance shared goals and priorities that enhance affordable housing and community & economic development.
- Staff, and in collaboration with the Chair; facilitate, educate and provide direction to the NNA External Policy Committee.
- Create and identify areas of opportunity that our 235 members can provide engagement and influence to positively impact federal programs, funding, and financing related to affordable housing and community & economic development.
- Provide direction, assistance and education to our members on their local, regional, state, and federal policy and advocacy needs.
- Evaluate accomplishments, challenges and environment on a continual basis to increase efficacy and impact of the position of Director of Policy and Advocacy.

Qualifications

- Work experience: 5 or more years in Congressional staffing position, advocacy, government relations, and/or policy.
- Educational requirements: NNA does not have an educational requirement. Show us what you have done.
- Personal commitment to affordable housing and community & economic development.
- Proven ability to collaborate with individuals, organizations and/or other stakeholders.
- Proven ability to influence-to-action through written and interpersonal communications.
- Independent, innovative, collaborative, circumspective.
- Ability to work and communicate with diverse communities.
- Computer proficiency needed, preferably in MS Office. Social media engaged and aware.

Travel

Post-COVID, approximately 4 out-of-state travel events; hotel, lodging, per diem provided.

Location, Salary, Benefits

National NeighborWorks Association has an office in Chinatown in Washington, DC. The position requires a post-COVID presence on the Hill, in person, requiring the Director of Policy and Advocacy to be located in the DC metro area. Staff are all working remotely until further notice, but this position will return to the Washington D.C. office with flexibility to work remotely some of the time.

This is an exempt position. The salary range is \$85,000 to \$95,000, including full medical, dental and other benefits to the employee and covers 50% of the cost for dependents. Employee receives 4 weeks of paid vacation and 11 federal holidays.

Application Process

Please submit a cover letter with salary requirements, resume, and two previous writing samples related to policy analysis, policy briefs, advocacy communications, or something similar to Opening@nnwa.us. Please no phone calls. The position is open until filled. The posting date is August XX, 2021.

National NeighborWorks Association is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically under-represented based on race, ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status or religion to apply. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.