Title: Membership Impact Analyst	**Reports to:** Executive Director
Location: Washington DC Metro Area, Remote Eligible	**Status:** Full-time, Exempt

About the National NeighborWorks Association

The National NeighborWorks Association (NNA) believes that every NeighborWorks organization that NNA represents does incredible work in their neighborhoods and their communities in every state of the nation, the District of Columbia, and Puerto Rico. That is why NNA advocates on our Network's behalf to both Congress and NeighborWorks America to deliver positive outcomes that allow our members to do what they do best, serve their communities.

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 members' needs. The NNA promotes 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 NeighborWorks organizations that make up our Network of Excellence. We support our member organizations as they pursue their neighborhood, community, regional, statewide, and multi-state goals and objectives.

The NNA 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 FY22, our organizations leveraged federal funding $65 for every $1 of investment, creating over $10 billion of affordable housing and community & economic development. This could not be possible without highly respected bipartisan, bicameral relationships in Congress, the administration, and federal regulators. We establish and grow these relationships through educating our stakeholders, providing forums of exchange between our members and members of Congress, and serving as the conduit of on-the-ground sources of information regarding the needs, issues, success, and challenges of our membership.

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

About the Position of Member Impact Analyst

We are looking for someone with rebel talent; someone who questions the norm, has attention to detail, works efficiently/effectively, and is passionate about positive community change, public policy, and advocacy. The Analyst will interact with our membership by promoting peer-to-peer

sharing of successes, challenges, and barriers in delivering affordable housing and community/economic development. Providing direction to resources for our staff, board, and membership will create added value to our Network as they replicate successes and learn to circumvent these challenges and barriers. The Analyst will conduct a thoughtful analysis of provided or developed data to identify trends and opportunities informed by the NeighborWorks Network. The Analyst will integrate their interactions in all things membership with an eye toward promoting policy and advocacy that will provide a cycle of interacting with membership and arriving at goals and objectives that can be attained in internal and/or external environments. The Membership Impact Analyst will bring an equity lens to our membership interactions and policy development/support.

The dynamic position of the Member Impact Analyst promotes deep and effective collaborations, creative independence, innovative strategic thought and action, and the opportunity to engage our membership from grassroots, grass tips, and everywhere in between. The Member Impact Analyst will identify and disseminate valuable input for programs and services being provided across the nation, creating amplification opportunities for affordable housing and community and economic development expertly conducted by the NeighborWorks Network.

Key Responsibilities
- In collaboration with the Executive Director and the NNA Internal Policy Committee, develop and implement NNA member priorities for NNA with a race, equity, diversity, and inclusion lens to meet our member's needs.
- Initiate, promote, and staff NNA member peer-to-peer interactions to create a learning space to replicate successes, inform members on opportunities, address challenges, and foster effective practices. The analyst will communicate strategies and recommendations to appropriate NNA staff and NNA members.
- Facilitate and represent NNA's position in creating and maintaining statewide member coalitions. This includes regular contact and engagement between NNA, NeighborWorks America, and individual statewide collaboratives.
- Collect and analyze membership and advocacy data to measure NNA's organizational impact.
- With assigned stakeholder and policy portfolios, identify areas of opportunity for our members leading to engagement and influence on federal programs, policies, and priorities.
- Consolidate policy, programmatic, legislative, regulatory, and administrative updates for the NNA membership and NNA staff in a timely and relevant manner.
- Assist with in-person and online convenings, including periodic membership meetings, regional events, and the yearly NNA events during the NNA Legislative Day and NeighborWorks Executive Symposium.
- Evaluate our members' accomplishments, challenges, and environment on a continual basis to increase efficacy and impact of the Member Impact Analyst position .
- Other duties as assigned.

Qualifications

- Work experience: 3 or more years in positively interacting with organizations, whether in a Congressional staff position, at a membership-based organization, or similar organization.
- Educational requirements: NNA does not have an educational requirement. Show us what you have done.

- Entrepreneurial mindset that is always seeking ways to improve and add value to existing processes, while also possessing a strong ability to generate innovative ideas; can take new projects and run with them.
- Professional and enthusiastic attitude and passion for affordable housing and community/ economic development, or genuine interest in learning more about the field.
- Enjoys collaborating with individuals, organizations, and other stakeholders.
- Proven ability to transform influence into action through written and interpersonal communications.
- Independent, innovative, collaborative, and circumspective.
- Ability to work and communicate with diverse communities.
- Computer proficiency needed in MS Office products, and quick ability to learn new systems. Social media engaged and aware.

Travel
Possible travel to not more than 4 locations out-of-state; hotel, lodging, and per diem provided.

Location, Salary, Benefits
The National NeighborWorks Association has an office in Chinatown in Washington, DC. All staff work remotely with expectation of an in-person staff meeting at least every other month.

This is an exempt position. The salary range is $47,000 to $57,000, including full medical, dental, and other benefits to the employee, and covers 50% of the cost for dependents. The position starts with 4 weeks of paid vacation and 11 federal holidays.

Application Process
Please submit a cover letter with salary requirements, a resume, and two previous writing samples of no more than one page each to Opening@nnwa.us. Please no phone calls. The position is open until filled. The posting date is May 15, 2023.

The 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.