



Policy Director Job Description

Organizational Overview The California Housing Consortium (CHC) is the statewide united voice for affordable housing. We are the “big tent” affordable housing advocacy organization representing the development, building, financial, and public sectors united in a non-partisan effort to advance affordable housing and community development across California. The California Housing Consortium was established in 1997. We stand for the production and preservation of affordable housing.

Position Objective The primary responsibility of the Policy Director is to plan, direct, and coordinate all activities related to the development of CHC policy positions and interact regularly with legislative and government officials as well as CHC’s policy committee and membership.

PRIMARY JOB RESPONSIBILITIES

- Researches, monitors, and provides policy briefings on legislative proposals before the California State Legislature and, secondarily, before the US Congress.
- Works with the Executive Director, CHC’s contract lobbyist, CHC’s Board of Directors and the Policy Committee to identify a set of priorities and goals for affordable housing advocacy in Sacramento and Washington DC.
- Works with the Executive Director and contract lobbyist to establish and maintain relationships with elected and appointed officials and represents CHC’s policy positions in legislative hearings as well as individual meetings.
- Assists the Executive Director with coalition building and helps find opportunities to form alliances that help advance the cause of affordable housing.
- Coordinates with the Executive Director and Program Manager to prepare articles, news releases, informational materials, and policy alerts in order to inform CHC members, the media, and the general public of issues of concern to the affordable housing industry.
- Maintains regular communication with members and allies regarding CHC priority policy initiatives, including contribute to the research and development of content for CHC’s social media platforms.



- Serves as staff liaison to the Policy Committee, including preparing meeting materials and implementation of committee direction.
- Assists the Executive Director and Program Manager with CHC events, especially policy related events like the annual May Policy Forum.
- Is prepared for statewide travel as well as annual trips to Washington DC.
- Performs other duties, as assigned. Because CHC staff is small, we all pitch in when needed to help ensure we are running efficiently as serving the needs of our supporters.

QUALIFICATIONS

- BA/BS required. Graduate Degree preferred.
- 2 - 5 years of policy, legislative and/or government affairs experience. Affordable housing experience preferred. Graduate degree can offset a portion of the work requirement.
- Must be able to work under pressure, remain flexible, positive, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Excellent written and verbal communication skills, strong decision making ability and attention to detail.
- Compassionate, self-motivated, extremely well-organized, collegial and able to handle numerous tasks and projects simultaneously.
- Demonstrates initiative and the ability to prioritize with minimal supervision and work independently as well as a member of a team.
- Ability to gather and analyze data, identify problems and opportunities, consider alternative courses of action, draw logical conclusions and adopt appropriate solutions; action oriented.

Compensation & Job Location

This is a full-time salaried position with an anticipated range of between \$50,000 - \$60,000 per year. Salary will be commensurate with experience. Benefits include paid vacation as well as health and dental coverage for the employee. The job location is CHC's Sacramento office.

Application

Please email a cover letter, resume and three references to: rpearl@calhsng.org

This position will remain open until filled. Resumes accepted starting January 3, 2012.