

Position Description

Job Title	Associate, Policy and Legislative Research and Applications
Job Classification	Associate I-II
Reports to	Director, Policy and Legislative Research and Applications
FLSA¹ Status	Exempt
Updated as of	January 2022

Firm Overview

LeSar Development Consultants (LDC) is a social innovation firm that, along with its affiliates, assists our clients with growing healthy, sustainable, and vibrant communities. Our mission is to end the housing affordability and homelessness crisis in California and beyond. We provide creative scalable solutions to complex problems with our expertise in housing, homelessness, resiliency, and community and economic development. Our clients include public agencies, privately owned and publicly traded companies, nonprofit organizations, foundations, business associations, and other stakeholders looking to create physically and economically sustainable communities.

Summary of Position

The Associate position is part of LDC's Policy and Legislative Research and Applications Team, which collaborates closely with LDC's business line teams (Housing, Homelessness Solutions, and Innovations) and our external clients.

With direction from the Team Lead and Senior Associate, this position will conduct research and analysis to assist with the management of our Capital Mapping Subscription (CMS) product. Specifically, this position will research and track policy and funding sources and trends from federal, state, local, philanthropic, and private entities and develop a synopsis of opportunities (such as proposed and final funding guidelines, workshops, submittal due dates). This may also include supporting related newsletter articles, curriculum development, client projects, and production of our monthly newsletter where we communicate out forward-looking thought leadership and strategy.

This position will also be responsible for assisting with an array of internal and external (client-facing) projects related to equitable development, housing, and homelessness policy and planning, including research and analysis, community engagement, education and training, strategic initiatives, and business development. The Associate will support project management, execution, and close-out of client projects related to equitable development policy, programs, and planning and support effective team communications. In addition to working very collaboratively with staff, this position will work in partnership with coalitions, public partners, tenants, residents, and other community stakeholders.

Ideal Candidate

The ideal candidate is dynamic and proactive and will be able to provide creative and technical support to the team. This should be evidenced by a strong work ethic and the Associate's contribution to the progress and success of projects to which they are assigned, as well as demonstration of technical, teamwork, leadership, and excellent interpersonal and organizational skills.

Candidates should be able to effectively engage in project management activities and research and synthesize current trends, policies, and/or funding sources that benefit low- and moderate-income people and communities related to affordable housing production and preservation.

The criteria for selection will include demonstrated experience in project execution, research and writing, knowledge in the areas of affordable housing and community development, and a demonstrated commitment to public or community service, as illustrated by past examples of service, leadership, and compelling reasons to want to contribute to our team. Any experience in areas such as community organizing and engagement, neighborhood or regional planning, workforce and economic development, climate change/resilience and green infrastructure, transit-oriented development, policy and legislative affairs, GIS and map-making, green building standards and/or energy efficiency (in relation to affordable housing) is desired.

Candidates are expected to have at least a bachelor's degree (master's degree preferred), excellent writing skills, analytical skills, ability to juggle multiple tasks and initiatives, attention to detail, and demonstrated judgment required to manage partnerships and advance a commitment to equity and systems change. A demonstrated commitment to cultivating and maintaining an equitable and diverse work environment is required.

LDC is expanding the ways in which it centers equity within the firm and in its work with clients; having demonstrated experience leading with race or other equity-centered work is a plus.

Essential Duties and Responsibilities

May include the following and other duties may be assigned.

Client Work

- Assist in project execution, monitoring, and project close-out, including conducting and synthesizing research and analyzing policies, programs, practices, and tools to advance equitable and sustainable land use, housing development, and solutions to homelessness and other designated areas for clients and stakeholders.
- Conduct research, analysis, and tracking of policies, funding sources, and trends from federal, state, local, philanthropic, and private entities to support the Capital Mapping Subscription (CMS) product.
- Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget and schedule constraints.
- Work in collaboration with subject matter experts to develop reports, outreach efforts, trainings, toolkits, project-related events and meetings to develop actionable recommendations.
- Develop, draft, and edit content for reports, proposals, presentations, memos, and other written content, synthesizing research/trends and incorporating findings into written content.
- Conduct research and document and summarize findings to support clients and internal team members. This may include analyzing data and research, developing and conducting interviews and surveys or focus groups, developing maps, using map-based and other data tools, and preparing charts, graphs, presentations, and other documents.
- Present findings/recommendations to clients and their stakeholders.
- Prepare regular project reports for designated clients as requested.
- Participate in client, team, and all-staff meetings as requested.

Marketing

- Assist with research, writing, and production of monthly newsletters.

- Regularly gather and report on marketing outcomes data from sources including WordPress, Constant Contact, and Google Analytics.

Core Position Competencies

1. Ability to:
 - Work independently and as part of a team.
 - Manage multiple projects and assignments; meet deadlines.
 - Strong analytical abilities and experience performing qualitative and quantitative research as demonstrated in an academic and/or professional environment.
 - Communicate clearly and effectively orally and in written reports and presentations.
 - Take directions and work within deadlines to produce deliverables in support of senior staff.
 - Interface with LDC staff, client contacts, vendors, and procurement contacts with a high degree of professionalism and sensitivity to political, economic, sociocultural, and technological context.
 - Facility with the Microsoft Office and Adobe suites and familiarity with WordPress, Constant Contact, and other web-based applications.
2. Client, Project, and Team Management
 - Function as a team player who is collaborative, flexible, solutions-oriented, and able to deal with ambiguity.
 - Organize work, set priorities, and exercise sound judgment within areas of responsibility.
 - Remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
 - Handle sensitive information in a professional and confidential manner.
 - Support internal project teams effectively.

Education/Experience: Bachelor’s degree from an accredited college or university with major course work in urban studies, planning, public policy, social work, business, real estate, or communication. Master’s degree in one of these or a related field preferred.

Physical Demands: While performing the duties of this position, the employee is regularly required to sit, use hands, communicate via telephone, and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Location and Travel Expectation: LDC is headquartered in San Diego and has staff located across California and nationally. Ideally, the selected candidate will work remotely or out of office space (when available) in the Los Angeles region or at the San Diego headquarters. In a post-COVID-19 environment, the person in this position will be expected to make occasional (e.g., quarterly) trips to the San Diego headquarters for meetings or staff events.

Compensation and Benefits

- Salaries are set by title and band. Associate I-II: \$55,000-\$80,000/salary
- Participation in firm’s medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month
- Participation in the firm’s 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$100 per month for cell phone and/or home office internet expenses and up to \$25 per month for home office supplies

- 11 paid holidays per year
- Paid time off:
 - 15 days of paid time off annually

Application Process: Submit the following materials* to careers@lesardevelopment.com.

1. Cover letter indicating:
 - Interest in the position
 - Relevant skills and experience
 - Available start date
2. Resume
3. 2-3 professional or academic references
4. Writing sample and/or submission of PowerPoint presentation sample

**LeSar Development Consultants reserves the right to not review applications that are not submitted in accordance with these application instructions.*

LDC is an equal opportunity employer. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws and regulations in the State of California. LDC is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve.