

Position Description

Job Title	Senior Associate, Housing Team
Job Classification	Senior Associate I
Location	California (preferred)
Reports to	Housing Team Leads
FLSA¹ Status	Exempt
Updated as of	January 2022

Firm Overview

LDC is a social innovation firm that assists our clients with growing healthy, sustainable, and vibrant communities. Our mission is to end the housing affordability crisis and homelessness in California and beyond. We provide creative solutions to complex problems with our expertise in housing, homelessness, resiliency, and community and economic development. Our clients include public agencies, nonprofit organizations, foundations, utilities, business associations, and other stakeholders looking to create physically and economically sustainable communities.

Position Summary

With direction from the Team Leads, this position is a part of LeSar Development Consultant's Housing Team, working collaboratively with the team to help set vision, direction, and tone for the team's housing policy work. This position is responsible for assisting with an array of internal and external (client-facing) projects related to systems change work in the housing field through client technical assistance, housing policy development, land use and planning expertise, and education and training. This position also includes research and analysis, strategic initiatives, community engagement, business development, and marketing functions across the firm. Knowledge of current policies, programs, practices, and funding sources that support equitable approaches to land use and community development, housing development and preservation, and/or homelessness services is required. LeSar Development Consultants (LDC) is headquartered in San Diego, with staff throughout California and nationally.

Due to the COVID-19 pandemic, the position is remote until such time as California public health officials determine it safe to resume professional activities safely in person. When normal professional activities resume, regular travel to San Diego headquarters may be required.

Essential Duties and Responsibilities

May include the following and other duties may be assigned.

Client Work

- Assist in conducting research to inform policies, programs, practices, and tools that advance equitable and sustainable land use, housing development, and solutions to homelessness.
- Research and write reports incorporating findings and actionable recommendations and present findings/recommendations to clients and their stakeholders.
- Facilitate meetings and workshops with various community and stakeholder groups.
- Present findings and recommendations to clients and their stakeholders, engaging in active listening to understand and effectively respond to opportunities and challenges.

- Develop and maintain systems for monitoring policy developments, funding opportunities, and trends in housing and other designated areas, drawing on the subject matter expertise of staff from other teams within the firm.
- Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget in a timely manner.
- Evaluate the needs of prospective and current clients in an effective manner.
- Cultivate and manage relationships with existing and new clients, representing LDC in a professional manner.
- Supervise and mentor junior staff across the firm.
- Monitor, track, and coordinate assignments of staff and subcontractors to ensure timely completion of projects.
- Work in collaboration with subject matter experts to develop trainings and toolkits related to housing and homelessness policy that utilize principles and methods for effective adult learning and collaboration.
- Synthesize policy developments, funding opportunities, and reports on affordable housing, homelessness, and other designated areas for clients and stakeholders.
- Prepare monthly project reports for designated clients as requested.

Marketing

- Conduct business development in designated areas, collaborating with other teams to prepare written proposals and participate in meetings to maximize revenue opportunities for the firm.
- Develop and/or maintain marketing collateral, including brochures, proposals, presentations, and websites:
 - Continually update existing content and develop new content as directed.
 - Work with graphic designers to update existing or create new templates.
- Assist with research, writing, and preparation 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:
 - Analyze quantitative and qualitative data to understand our firm and client needs and opportunities in the context of the political, social, economic, and technological environment.
 - Research and write reports incorporating findings, trends, and best practice recommendations.
 - Communicate clearly and effectively orally and in written reports and presentations.
 - Present findings and recommendations to clients and their stakeholders by engaging in best practices in adult learning and active listening to understand and effectively share information and respond to and support critical reflection and systems change analysis.
 - Conduct and collaborate to develop curriculum for training and capacity building sessions grounded in best and emerging policies, programs, and practices.
 - Assist with business development in designated areas, collaborating with other teams to prepare written proposals and participate in meetings to maximize revenue opportunities for the firm.
 - 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

- Maintain proactive ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget in a timely manner.
- Cultivate and manage relationships with existing and new clients, representing LDC in a professional manner and evaluate the needs of prospective and current clients in an effective manner.
- 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 for Senior Associate level.

Benefits

- Salaries are set by title and band. Senior Associate I: \$90,000-\$97,500/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 that reflects ability to communicate complex information in a proposal or grant application
5. Submission of PowerPoint presentation sample a plus

**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.