SAN DIEGO HOUSING FEDERATION

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Job Title: Senior Policy Director
Starting Salary: $80,000, negotiable depending on experience

The San Diego Housing Federation (SDHF), a San Diego-based nonprofit organization that promotes the creation and preservation of quality affordable homes for people in need throughout San Diego County is recruiting a Senior Policy Director to be responsible for the planning, development and implementation of the organization's policy and advocacy agenda. As a member of the SDHF team, the Policy Director will work collaboratively with other team members to carry out the duties below.

The ideal candidate will have demonstrated experience in working independently and successfully in a fast-paced and high-profile environment, think creatively and analytically, be flexible and highly organized, and be committed to SDHF's mission. The candidate will also enjoy and value relationship-building with people from all backgrounds, places and experiences. This candidate will be a member of the senior leadership team and should feel comfortable interacting with elected officials and their staff, board members, community stakeholders, and media.

Job Summary
The Senior Policy Director is a senior level management position responsible for directing and leading SDHF's state and local advocacy strategy. The position provides key staff support to the organization in the areas of public policy, strategic planning, legislative and regulatory advocacy, relationship building with elected officials, their staff, and other key decision-makers, as well as member and coalition engagement on policy matters.

The Senior Policy Director reports to the Chief Executive Officer and provides strategic advice and recommendations for advancing the policy agenda. This role collaborates closely with the SDHF staff team, Policy Committee, Board of Directors, and members.

Responsibilities:

- Staff and lead the SDHF Policy Committee
    - Bring relevant policy proposals at the state and local level to bring to the Committee for discussion and action, establish policy priorities on annual basis, provide direction and recommendation to the Committee for policy positions and action items, identify speakers and presenters to provide educational presentations to the Committee on policy items

- Serve as lead staff representing SDHF on policy matters in the community
    - Cultivate, maintain, and strengthen relationships with key legislators, their staff, and key decision makers throughout the San Diego region
    - Prepare and submit policy letters on behalf of SDHF to legislative bodies, government agencies, and elected officials
    - Prepare and present public testimony for items at local city council hearings and other public agencies

- Prepare policy memos and recommendations
- Collaborate with the Strategic Initiatives and Communications Director on public-facing communications strategies for policy initiatives including drafting of op-eds or other written media pieces, provide media interviews, and recommend social media strategies as needed
- Represent SDHF at meetings, conferences, and public events
- Make presentations on topics in affordable housing related to public policy

- Conduct policy monitoring, research, and analysis
  - Monitor agendas for the meetings of local city councils, the San Diego Housing Commission, San Diego Regional Association of Government (SANDAG), County Board of Supervisors, and other relevant legislative and regulatory bodies for items related to housing and homelessness
  - Maintain legislative tracking log and track key bills through the legislative process
  - Research housing policy issues and cross-sector areas of interest (health, transportation, economy, education)
  - Convene SDHF members as needed to discuss regulatory issues and prepare comment letters on behalf of the organization on program guidelines and regulations

- Serve as a collaborative member of the SDHF team
  - Work in collaboration with SDHF leadership and staff to ensure policy work is well aligned with other organizational efforts and programs including communication efforts, broader campaigns, educational programming, and major events
  - Support maintenance of policy pages on SDHF website

Qualifications

Education/Experience:

- Bachelor's Degree or work experience in Urban Planning, Political Science, or related field of study.

AND/OR 5+ years of professional experience:

- Experience in non-profit advocacy or campaign strategizing, community outreach with government relations and/or political stakeholders, engaging with elected officials and their staff and coalition building, or in a related experience.

Skills:

- Experience/proficiency with public policy and the legislative process
- Familiarity with public planning and land-use
- Strong research and writing skills, effective communication skills
- Ability to navigate tasks with individual direction
- Skills in the Microsoft Office Suite required

Position Details

This is a full-time position. Salary will be commensurate with experience and includes a competitive benefits package. This position requires occasional travel and weekday evening hours.

Organization Description

The San Diego Housing Federation is a nonprofit membership organization that promotes the creation and preservation of quality affordable homes and community development opportunities for people in need throughout San Diego county through advocacy, resident engagement, coalition-building, public education, and capacity-building within the affordable housing community. We are an equal opportunity/affirmative action employer and encourage applications from all backgrounds and communities including but not limited to: women, people of color, people with disabilities, LGBTQIA+ individuals, and people with arrest records or convictions. We will actively work to remove any barriers in the workplace.

To Apply

Please send your resume and two writing samples (one can be a cover letter if you choose) to Stephen Russell, CEO and President, sdhfexec@housingsandiego.org with the subject line: **Senior Policy Director Application** by 5:00pm PST July 5.