



Summary

Job Title:	Director of Policy and Advocacy
Reports to:	Executive Director
Hours:	Full-time (40 hrs/wk)
Salary:	\$65,000 - \$75,000/year

Housing Oregon's Director of Policy and Advocacy is responsible for developing and implementing a strategic affordable housing advocacy program. This includes member and board engagement in policy development on both federal and state legislative issues as well as state, county, and local administrative issues. We also work in coordination with political allies and coalitions on issue-based and public education campaigns. The Director of Policy and Advocacy reports to the Executive Director.

Organizational Overview

Housing Oregon is a statewide membership-based association of organizations who are building, financing, and supporting affordable housing. We advocate on the local and state levels for programs and policies that enable our members to provide affordable housing for low-income individuals, working families, people with disabilities, seniors, and others struggling to meet their needs in communities throughout Oregon. We work across urban and rural geographies throughout Oregon to strengthen communities, increase access to affordable housing, and reduce disparities in opportunity for people of color and other economically disadvantaged populations. We believe that equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities. For over 25 years the organization has been providing training, peer support, communications, policy, and advocacy support to Oregon's nonprofit affordable housing industry.

Essential Duties

1. Maintain a working knowledge and analysis of the affordable housing, homeownership, and homeless services related political landscape and policy practices.
2. Support development, coordination, facilitation and implementation of member's advocacy priorities and strategies through the organization's policy councils.

3. Actively engage members to develop these advocacy priorities utilizing the organization's equity vision and lens.
4. Facilitate the development of campaign strategies to pass advocacy priorities with appropriate federal, state, county, and local government agencies.
5. Facilitate development of state legislative priorities and campaign strategies in close coordination with the Oregon Housing Alliance.
6. Build and nurture active and effective member engagement, multi-organizational coalitions and alliances on priority issues and campaigns.
7. Cultivate and effectively manage relationships with internal and external stakeholders, coalition partners, community members, and decision-makers including lobbying of elected officials and administrative agencies.
8. Produce and disseminate, precise, fact-based strategic communications, advocacy updates, action alerts, reports, and briefing papers, both verbally and in writing, in support of advocacy priorities to members, partners, and community at large.
9. Assist in writing program-related grant proposals; meeting with foundation officers and other potential funders; writing progress reports.
10. Contribute to the overall team effort by completing other duties as assigned.

Essential Knowledge, Skills, and Abilities

1. Bachelor's degree or commensurate experience preferred.
2. Minimum 3-5 years' experience in a related field required, including lobbying, campaigns, public policy development and community organizing, or similar experience.
3. Commitment to racial equity and justice, community-based decision-making, collective responsibility, and shared leadership.
4. Ability to work well in groups and effectively interact with others with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, lifestyles, and sexual orientations, and treat individuals with respect and dignity.
5. Knowledge of effective programmatic solutions and political responses to affordable housing, housing insecurity and/or homelessness.

Desired Knowledge, Skills, and Abilities

6. Experience in coalition-building and management of issue-based campaigns.
7. Operational understanding of grassroots organizing and how to increase political influence with strategic mobilization of members and issue supporters.
8. Understanding of and navigation of the Oregon legislative and administrative process and political strategy and political landscape on local and state levels.

9. Excellent relationship-building skills and ability to plan and facilitate meetings and build consensus with a wide range of individuals and stakeholder interests.
10. Willingness to work extended hours in Salem during legislative sessions and during ballot measure campaigns.
11. Ability to create work plans to support legislative and policy goals in ways that build the organization's effectiveness and influence over time.
12. Ability to self-motivate, self-direct, and manage multiple projects simultaneously in a decentralized work environment.
13. Strong writer skilled at making complicated ideas accessible to the general public through policy one-pagers, briefs, and reports.
14. Strong oral communication skills including public speaking ability and enthusiasm for public presentations.

Travel

Must possess a current driver's license, have access to a vehicle, and proof of insurance. Travel is required for this position including travel to and from Salem during the legislative session and periodic trips within Oregon. Mileage and travel expenses are reimbursed per organizational policy.

Commitment to Diversity

Housing Oregon is an equal opportunity employer. We are committed to an environment that welcomes and supports diversity. We seek diversity of identity, thought, perspective, and background in our staff and board.

Compensation

Salary is between \$65,000 - \$75,000, DOE. This is a 1.0 Full Time Exempt position. Paid time off is based on tenure with the organization starting at 15 days per year. We also provide medical, dental, and vision insurance and 401k retirement plan.

To Apply: Please apply with a cover letter and resume indicating your commitment to our mission and your suitability for the position, detailing the ways in which your work, volunteer and lived experience meet the minimum qualifications for this position.

Email to Brian Hoop, Executive Director, at brian@housingoregon.org. Email submissions should include "Housing Oregon Director of Policy and Advocacy" in the subject line. Candidates selected for an interview will be requested to provide references and additional materials.

Application Deadline: Friday, April 30 at 5:00 PM PST