



AFFORDABLE  
HOUSING  
TAX CREDIT  
COALITION

## AFFORDABLE HOUSING TAX CREDIT COALITION SENIOR POLICY ANALYST

The [Affordable Housing Tax Credit Coalition](#) (AHTCC) is seeking a Senior Policy Analyst to support our regulatory and congressional advocacy to expand and strengthen the Low-Income Housing Tax Credit (Housing Credit).

The AHTCC is a leader in affordable housing advocacy, and the Senior Policy Analyst will be a critical part of efforts to engage with Congress and the Administration in support of our [legislative priorities](#).

The Senior Policy Analyst will report to the Chief Executive Officer and will work closely with the Senior Policy and Communications Associate and the AHTCC's government relations firm.

The ideal candidate for this internship will be a highly organized team-player who is comfortable working in a fast-paced environment, with a passion for public policy and an eagerness to learn. The ideal candidate will also have demonstrated time management, and verbal and written communication skills.

This position is full-time, with benefits. The AHTCC currently maintains a hybrid work schedule, which is flexible and mostly remote. However, attendance at meetings in the office in Washington, DC, and at in-person events and meetings with external stakeholders will be required.

### **About the AHTCC**

The AHTCC is a trade organization of housing professionals who advocate for the Housing Credit—the nation's primary tool to finance affordable rental housing—and has been at the forefront of efforts to protect and bolster the program since the AHTCC's founding in 1988. In the year ahead we are focused on legislative and regulatory advocacy to further expand and strengthen the Housing Credit, working with Congress and the Biden Administration. Learn more about our priorities [here](#).

Our over 230 member organizations—including syndicators, investors, lenders, developers, legal and accounting professionals, state and public agencies, and coalitions—have supported the provision of more than half of the 3.6 million affordable homes financed by the Housing Credit across the country.



## Description of Roles and Responsibilities

Responsibilities will include:

- Participating in the AHTCC's engagement with congressional offices and supporting our legislative outreach.
- Coordinating efforts to involve members of Congress and congressional staff in AHTCC member property events.
- Monitoring developments and drafting comments on federal regulatory issues impacting the Housing Credit, such as Community Reinvestment Act reform, issues before the IRS and Treasury Department, and engagement with HUD and FHFA, as well as state legislative issues as needed, such as state housing tax credits.
- Monitoring and summarizing congressional hearings and other events to share pertinent information with members.
- Drafting articles for the AHTCC's newsletter, blog and other members communications.
- Providing updates and support for the the AHTCC's 100+ person Legislative Committee and providing legislative updates at AHTCC meetings.
- Responding to requests from our membership on policy issues.
- Helping to plan and support AHTCC events, including three in-person conferences per year and webinars and virtual meetings.
- Assisting with social media outreach and engagement.

## Requirements

- Completion of a bachelor's degree, Master's degree preferred
- 2 – 3 years' experience working in affordable housing policy or related fields required, though the AHTCC will consider more experienced candidates and may adjust the role accordingly
- Commitment to the mission of providing affordable housing and an interest in advocacy
- Proactive, detail-oriented, and organized
- Strong verbal and written communications skills and professionalism
- Proficient computer skills, including Microsoft Office suite (Excel, Word, and PowerPoint)
- Familiarity with major social media platforms (e.g., Twitter, Facebook, LinkedIn) and WordPress preferred
- Residence in the Washington, DC, area, with the ability to work remotely as well as to attend in-person meetings and events
- Vaccination against COVID-19

## Application Process

Candidates may apply by sending a resume and cover letter to [info@taxcreditcoalition.org](mailto:info@taxcreditcoalition.org).