



# Legislative and Policy Associate, HUD Rental Programs and Appropriations

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**Organization:** National Council of State Housing Agencies (NCSHA)

## Position Description

**Reporting relationship:** The legislative and policy associate reports to the director of tax and housing advocacy.

**Key attributes:** Familiarity with affordable housing policy and legislation; solid understanding of Congress and congressional procedures, including the federal budget and appropriations processes; knowledge of federal agencies concerned with housing policy; familiarity with HUD housing programs, including the HOME Investment Partnerships program, rental assistance, the Housing Trust Fund, homeless assistance and supportive housing programs; excellent writing and verbal communication skills; demonstrated initiative; detail-oriented, organized, thorough, flexible, and able to handle numerous assignments simultaneously; strong analytical ability; willing and able to work long hours; and good follow-through and ability to accomplish tasks with minimal reminders and supervision.

## **Duties and responsibilities include, but are not limited to, the following:**

- Assist in the development and execution of NCSHA's policy and legislative agenda, under the supervision of the director of tax and housing advocacy.
- Responsibilities include communicating NCSHA's agenda to Congress and the Administration; coordinating with and enlisting support from other industry groups; planning and coordinating HFA intervention with Congress and the Administration; forming and maintaining relationships with relevant congressional and Administration members and staff; representing NCSHA in advocacy coalitions, including leading the HOME coalition; and providing support to NCSHA working groups related to legislation, policy, and HFA program implementation. Primary issue areas include the HOME program, project-based rental assistance, homeless assistance, special needs and supportive housing, and federal budget and appropriations.
- Monitor legislative, regulatory, and administrative matters related to issues assigned by the director of housing advocacy and strategic initiatives.
- Prepare congressional testimony and comment letters to Congress and federal agencies; represent NCSHA before Congress, the Administration, and industry groups; communicate relevant legislative, policy, and program developments in a timely fashion to NCSHA members; write for NCSHA's publications, including NCSHA's website, lobbying materials, reports, and other ad hoc efforts.
- Help develop and execute NCSHA conference programs.
- Provide staff support to various NCSHA working groups, as assigned by director of housing advocacy and strategic initiatives.

**Position Classification:** Full-time, exempt.

**Travel:** Occasional travel required.

**Experience:** 3-10 years of experience preferred

**To apply:** Send cover letter and resume to [jobs@ncsha.org](mailto:jobs@ncsha.org) or fax to 202-624-5899.

NCSHA offers a competitive salary and excellent benefits. NCSHA is an equal opportunity employer.