

Northern Virginia Affordable Housing Alliance

Director of Policy and Programs

The Northern Virginia Affordable Housing Alliance is a non-profit organization dedicated to promoting healthy, sustainable and equitable communities that meet the diverse housing needs of Northern Virginia residents. Our activities include:

- advocating for public policies and adequate financial investments to develop and preserve housing that's affordable; building political will to advance affordable housing through better understanding of the interplay between housing, health, equity, and economic development;
- Partnering with underserved communities to lift their participation in our civic discourse;
- Calling for the deconstruction of land use systems and policies that perpetuate inequities, and the allocation of resources to address the disparities created by these systems.
- This position will work closely with the Executive Director to broadly support our mission in multiple Northern Virginia jurisdictions.

As the Director of Policy and Programs, responsibilities include, but are not limited to:

Housing Policy Initiatives:

- Monitor housing policy activities and new initiatives in five NoVA jurisdictions. This includes attending committee meetings and public hearings;
- Represent NVAHA on select housing advisory boards, committees or commissions;
- Conduct local and state housing policy analysis and research;
- Follow budget proceedings at jurisdictional and state level as they pertain to housing and community development;
- Represent NVAHA at meetings with partner organizations, local jurisdictions and regional coalitions;
- Manage the six NVAHA Leadership Council meetings; make presentations when needed;
- Work with ED on design and implementation of new programs for the organization including a Regional Rising Leaders Professional Council

Communications:

- Maintain and update NVAHA website with timely production of materials for blogs and social media platform (Twitter, LinkedIn, Facebook);
- Assist with research for NVAHA's monthly "Housing in Action" series for Alexandria, Arlington, Fairfax County and Loudoun County;
- Represent organization at local, regional and statewide meetings.

Community Engagement:

- Meet and develop working relationships with the appropriate local government agency staff and elected officials;

- Identify key community organizations – with an emphasis on underserved and minority communities - to promote civic engagement and empowerment to promote neighborhoods of opportunity;
- Work with ED to facilitate meetings with a variety of community stakeholders on housing policy, budgets and advocacy.

Desired Qualifications:

- A minimum of 2 years’ experience working in the public or nonprofit sector in housing policy with an undergraduate or graduate degree in urban planning or public administration;
- Familiarity with land use, zoning and affordable housing policies in Northern Virginia;
- A commitment to and understanding of the Northern Virginia Affordable Housing Alliance mission, including a strong understanding of the role that community engagement and advocacy can play in bringing about systems change;
- Outstanding interpersonal, verbal, and written communication skills;
- Attention to detail; ability to manage tasks and meet deadlines;
- Ability to integrate feedback from multiple stakeholders;
- Proven ability to establish and maintain effective and collaborative connections with individuals from diverse backgrounds including elected officials, Leadership Council participants, housing professionals, community members and philanthropic partners;
- A self-starter, strong work ethic, and a creative thinker;
- Familiarity with WordPress, Zoom, Survey Monkey is required, knowledge of other data tools is highly desirable.

This job is a hybrid position and has a flexible work location, but you must live in the Washington metropolitan area, preferably in Northern Virginia. Travel to some Northern Virginia jurisdictions is required and may include night meetings.

Start date and compensation:

The start date for this position is as soon as possible. Salary range is high \$60k – low \$70K, and is commensurate with experience. A generous vacation allowance and healthcare plan are included. To apply, please submit a cover letter and a resume to info@nvaha.org, with “Application for Director of Policy and Programs” in the subject line and outline why you feel you would be a good fit for this position. Applications will be accepted on a rolling basis.

Northern Virginia Affordable Housing Alliance is an equal opportunity and affirmative action employer. We actively encourage applications from persons who have historically been subject to discrimination.