

**Northern Virginia Affordable Housing Alliance**  
**Director of Programs and Community Engagement**

This position will work closely with the Executive Director to support the mission of affordable housing education, community engagement and advocacy in six Northern Virginia jurisdictions.

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

**Housing Policy Initiatives:**

- Monitor housing policy and new housing initiatives or programs in five NoVA jurisdictions. This includes attending committee meetings and public hearings;
- Represent NVAHA on select housing advisory boards, committees or commissions;
- 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;
- Attend NVAHA Leadership Council meetings; make presentations when needed.

**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.

**Communications:**

- Timely production of materials for Housing blog, website, social media platform (Twitter and Facebook);
- Help to produce Monthly NVAHA Action Alert Agendas for Alexandria, Arlington and Fairfax County;

**Desired Qualifications:**

- A minimum of 4 years' experience working in the public or nonprofit sector in housing policy or urban planning;
- 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 social change;
- Outstanding interpersonal, verbal, and written communication skills;

- Attention to detail;
- 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 database systems and online social networks.

This job has a flexible work location. Some travel to various 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. Compensation is commensurate with experience. To apply, please submit a cover letter outlining why you feel you would be a good fit for this position and a resume to [info@nvaha.org](mailto:info@nvaha.org) with “Application for Director of Programs and Community Engagement” in the subject line. 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.