



## **Policy Associate/Director**

National Housing & Rehabilitation Association (NH&RA) is seeking a policy associate/director, title and salary commensurate with experience. NH&RA is a 50-year-old trade association for professionals involved in the development, management and preservation of affordable housing.

Job responsibilities include:

- Keeping members informed of housing policy at the federal, state and local level;
- Designing educational programming for our eight annual conferences;
- Coordinating council activity within the organization;
- Assisting with social media outreach and engagement;
- Responding to requests from our membership on policy issues; and
- Advocating on behalf of members, especially with Housing Finance Agencies.

The ideal candidate will have the following qualifications:

- Bachelor's degree;
- Four years of professional experience, with experience in the affordable housing sector;
- Working knowledge of Private Activity Bonds/Four Percent LIHTCs;
- Ability to manage multiple projects at the same time;
- Strong verbal and written communications skills and professionalism;
- Vaccination against COVID-19; and

- Nimble team player able to wear multiple hats within our small organization.

This position will report to NH&RA's managing director. Our office is located off DuPont circle, we require all employees to come into the office two days a week and offer competitive salaries and generous benefits including fully-paid health care insurance as well as dental, vision and short-term disability insurance, 401(k) matching, and profit sharing. Please send a resume, cover letter and writing sample to [svanschalkwyk@stonealliancegroup.com](mailto:svanschalkwyk@stonealliancegroup.com). No phone calls or agencies, please. NH&RA is an equal opportunity employer.