

## JOB DESCRIPTION

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**Position Title:** Policy and Research Analyst

**Reports To:** Director of Policy and Research

**Open Date:** 11/15/2021

**Close Date:** Open until filled

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### **SUMMARY**

The Council of Large Public Housing Authorities (CLPHA) is a non-profit organization that works to preserve and improve public and affordable housing through advocacy, research, policy analysis, and public education. We support the nation's largest and most innovative public housing authorities (PHAs) by advocating for the resources they need to solve local housing challenges and create communities of opportunity. Our members own and manage nearly half of the nation's public housing program, administer a quarter of the Housing Choice Voucher (HCV) program, and operate a wide array of other housing programs.

Under the general direction of the Director of Policy and Research, this position is responsible for conducting research, analyzing and projecting the impact of proposed federal, state and other laws, rules, and regulations. This position prepares written analyses and recommendations, compiling comments and preparing responses to a variety of audiences on a variety of policies, programs and initiatives that affect or may affect CLPHA member organizations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Monitors U.S. Department of Housing and Urban Development (HUD) library of Public and Indian Housing Notices, Rules and Regulations, Code of Federal Regulations (CFR) and other relevant sources public policy as necessary to remain abreast of recent regulatory and legislative changes related to place-based housing topics to include, but not limited to the public housing program, Low-Income Housing Tax Credit (LIHTC) program, the HOME program, the Community Development Block Grant (CDBG) program, the Resident Opportunity and Self-Sufficiency (ROSS) program, the Project-Based Rental Assistance (PBRA) program, the Rental Assistance Demonstration (RAD) program, the Jobs Plus Initiative program, the Choice Neighborhoods program, the Housing Trust Fund (HTF), the Moving to Work (MTW) program, Section 202, Section 811 and other asset repositioning programs.
- Interprets, evaluates and analyzes federal, state and other laws, regulations and policies, and provides timely updates to CLPHA members and staff. As necessary and appropriate, the incumbent is responsible drafting written policy briefs and news alerts.

- Researches and evaluates place-based affordable housing programs and initiatives; conducts detailed statistical studies and completes reports as necessary; makes recommendations regarding program, project and policy efficiencies and viable courses of action supporting the goals of the CLPHA membership.
- Through research, quantitative and qualitative analyses, establishes metrics and prepares reports with recommendations for courses of action to improve administration of place-based affordable housing programs.
- Prepares written reports and delivers oral presentations to CLPHA members and staff, HUD and other federal agencies, research partners and interested stakeholders.
- Collaborates internally with other CLPHA staff, including the Executive Director, Legislative, Housing Is, and Communications, to provide research and analytical support on place-based affordable housing topics.
- As needed, assists HUD and other federal agencies, research partners and interested stakeholders with collecting data for place-based affordable housing programs, ensuring that data is correct and accurately described.
- On a periodic basis, the incumbent will be expected to participate in external meetings focused on place-based affordable housing assistance program and provide relevant updates to CLPHA members and staff. These meetings will be held with such external groups as HUD, MTW Collaborative, National Low-Income Housing Coalition (NLIHC), the Campaign for Housing and Community Development Funding (CHCDF), Preservation Working Group, and the ACTION Committee.
- Manages the CLPHA Place-Based Housing Assistance Committee by coordinating with the committee chair to host periodic meetings. Drafts meeting summary notes and maintains the Housing Is community website with recent committee materials and important updates.
- As needed and advised by the Executive Director, convenes relevant working groups to inform CLPHA's advocacy efforts and assist members with addressing challenges related to place-based affordable housing programs.
- As needed, provide technical support to CLPHA members on place-based housing topics and help facilitate knowledge sharing amongst CLPHA members.
- Provides backup support to the Director of Policy and Research.
- Performs other duties as assigned.

## **BEHAVIORAL COMPETENCIES**

*To perform the job successfully, an individual should demonstrate the following competencies:*

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, CLPHA's regulatory and legislative agenda, goals, objectives, and activities of CLPHA members; uses appropriate judgment and decision making in accordance with level of responsibility.

Member Services and Teamwork: Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments and ensuring that our members have been heard. Actively and collaboratively participates towards common team and organization goals. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact CLPHA members and effectively communicates the impact when working as a team.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn, take responsibility, and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Communication: Employee is clear, concise, and organized in all facets of communication. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with CLPHA members and staff in a timely manner. Exhibits positive, polite, courteous, honest, and conscientious behavior.

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established expectations. Performs work in a reliable manner that is both accurate and timely.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### ***Job Competencies***

- Extensive knowledge of applicable federal, state and local laws, regulations and guidance.
- Knowledge of project management principles and practice.
- Advanced analytic ability, including the ability to solve complex problems
- Demonstrated skill to interpret, apply and explain complex technical information, federal, state, and local laws, codes, and regulations applicable to place-based affordable housing programs.
- Demonstrated skill to effectively coordinate multiple projects simultaneously.
- Demonstrated skill to establish and maintain effective working relationships with co-workers, CLPHA members, HUD and other federal agencies, research

- partners, and interested stakeholders.
- Ability to read and interpret a variety of information furnished in written, oral, or diagram, and prepare concise and accurate analysis for executive level decision-making.
  - Ability to speak and present information effectively to executive level staff, management, research partners, industry groups and/or Board of Directors.
  - Ability to prepare complex reports, policy briefs, and comment letters.
  - Ability to think critically and analyze complex project and program issues.
  - Ability to communicate tactfully and courteously with CLPHA members and staff.
  - Ability to communicate clearly, concisely, verbally and in writing.
  - Ability to perform duties at a speed necessary for successful job performance.
  - Ability to perform responsible and difficult administrative work involving the use of sound independent judgment and personal initiative.

### ***Education and/or Experience***

Master's degree in business administration, public administration, Juris Doctorate or related field and/or a minimum of three (3) years of experience in affordable housing, program analysis, or management analysis is highly preferred. The incumbent must have at least a bachelor's degree in business administration, public administration, public policy or a related field and five (5) years of related experience to be eligible for the job. The preferred candidate will have direct experience in managing, operating, administering, developing, or financing public and/or affordable housing.

### ***Communication Skills***

Ability to read, analyze and interpret affordable housing periodicals, professional journals, technical guidance, or governmental regulations. Ability to write reports, correspondence and policy briefs and comment letters. Ability to effectively present information and respond to questions from CLPHA members, HUD and other federal agencies, research partners and interested stakeholders.

### ***Data Skills***

Ability to conduct quantitative analysis of policy, legislation, and research proposals, papers, etc. Ability to interpret housing data, spreadsheets, graphs, and visualizations.

### ***Computer Skills***

To perform this job successfully, an individual should have strong computer skills (Microsoft Office, Outlook, and Internet). Must be able to learn other computer programs as required.

### ***Reasoning Ability***

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

## **APPLICATION INSTRUCTIONS**

Interested applicants should email a cover letter, writing sample (1-2 pages) and resume to [jbeverly@clpha.org](mailto:jbeverly@clpha.org). Application materials will be reviewed on a rolling basis and accepted until the position is filled.