



We build strength, stability, self-reliance, and shelter.

JOB POSTING

- Position Title:** Policy & Advocacy Director
- Employment Type:** Full-Time (40 hours/week)
- Compensation:** Compensation for this position is \$70,000-\$80,000 per year, commensurate with experience and qualifications.
- Reports to:** Vice President of Real Estate Development

Position Overview

The Policy & Advocacy Director will lead Habitat DC-NOVA's efforts to advance policies that support the affiliate's programmatic activities and affordable housing at large at the local, state, and federal levels. The Director works closely with staff across departments to engage Habitat constituents and partners in advocacy priorities. In addition, the Director will collaborate with housing program staff to address policy needs directly related to Habitat housing developments and other activities.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, supportive, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The compensation for this position ranges between \$70,000-\$80,000 per year, commensurate with experience and qualifications.

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in

need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at: www.habitatdcnova.org.

Essential Duties

- Lead the creation and implementation of a policy agenda aligned with Habitat DC-NOVA's mission and activities
- Forge partnerships with mission-aligned organizations to further housing policies
- Draft and review legislation to support Habitat's policy priorities and programmatic needs
- Establish and maintain relationships with local, state, and national elected officials to situate Habitat as a lead voice on housing issues
- Create advocacy communications and materials with Marketing & Communications staff
- Lead efforts to engage Habitat DC-NOVA's entire constituency in housing advocacy and present opportunities for our constituency to take advocacy actions
- Perform research activities and analysis to inform the policy objectives of the organization and support public awareness
- Work alongside volunteer services staff to build and manage a program to train and organize local residents to become housing advocates

Qualifications

- Bachelor's degree or equivalent experience required, with political science, public affairs, public policy or a related field preferred
- At least three years of experience working in public policy, legislative affairs, or an applicable field
- Experience in housing policy preferred
- Strong project management and organization skills
- Demonstrated excellent written and verbal communication skills

To Apply:

To apply for this position, please submit a cover letter, resume, and writing sample (see guidance below) to Mike Spotts, Vice President of Real Estate Development. Include Policy & Advocacy Director in subject line. You may also apply via our online postings. Writing samples should be primarily authored by the applicant and relate to policy and/or advocacy communications in subject matter.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.