
JOB DESCRIPTION

JOB TITLE: Housing Policy Manager

EXEMPT: Yes

SALARY LEVEL: 4 **Minimum:** \$63,330 **Maximum:** \$82,331

EMPLOYEE REPORTS TO: President

PREPARED BY: imr/kdw

DATE: September 23, 2021

APPROVED BY:

DATE:

EXPIRATION DATE: October 15, 2021

SUMMARY

This position is responsible for creative development of the agency's policy initiatives consistent with the agency's status as a Moving to Work (MTW) Demonstration Program and innovator in the realm of affordable housing. The incumbent will manage the agency's strategic policy development to advance affordable housing policy initiatives of the agency. Policy development and implementation includes researching and writing sound policy and supporting the implementation of the policy initiatives through advocacy, collaboration and coalition building.

Primary responsibilities include development of strategy for the expansion of affordable housing and supportive services to low income populations. Supporting the implementation of policy initiatives and assessing the effectiveness of agency initiatives. Developing constituencies and building powerful collaborations that centrally include residents. Interfacing with other public housing authorities, affordable housing practitioners, related entities at the local, state and federal level. Developing and implementing a communications plan that shares the results of agency initiatives in ways that may impact local, state and federal policies. Resource development through seeking of grant funding, philanthropic support and through other innovative approaches.

Provides direct project oversight and develops appropriate and effective project management procedures. Ensures compliance with regulatory requirements. The position will operate with minimal direction and will report to the President.

Must effectively interface with members of Senior leadership, Directors, Managers and staff throughout the agency as well as residents, participants and other stakeholders. Must be able to professionally represent the agency in various settings. This position will be responsible for presentations in various industry, governmental, philanthropic and other settings.

ESSENTIAL FUNCTIONS

1. Act as a liaison between Executive Leadership and department heads to facilitate work and accomplish objectives through a collaborative effort.
2. Manages agency affordable housing policy initiatives. Orchestrate strategic planning and analytical activity within the agency.
3. Manages agency policy development activities including local, state and federally focused policy development, messaging and advocacy.

4. Effectively engages residents and participants and other stakeholders in policy agenda.
5. Collaborates with other policy and advocacy groups around housing issues and intersecting issue areas.
6. Communicate and implement agency’s strategy internally and externally so that all employees, partners, residents and collaborators understand the policy agenda and how it supports the agency’s overall goals.
7. Advocate on local, state and national levels for agency goals through representation at meetings, conferences, hearings and other forum.
8. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of policy development and implementation, data analysis and communication in the fields of affordable housing, government or other related industry.
2. Must be able to multi-task, redirect, prioritize and manage multiple projects to closure.
3. Ability to handle high-level issues.
4. Must be able to prepare clear, relevant and influential written reports and presentations for a variety of audiences and effectively present information to senior and executive management
5. Responsible for designing short-term and long-term plans, demonstrating effective problem solving & decision making, learning and adjusting behaviors
6. Excellent verbal and written communications skills.
7. Ability to analyze and solve work related issues.
8. Can work independently, perform as a self-starter and meet critical deadlines.
9. Capable of dealing with internal and external clients in a tactful and professional manner.
10. Strong computer skills, particularly with Microsoft software...Excel, Word, Outlook, PowerPoint, etc.
11. Strong project management skills.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a degree in a management, government, political science, policy, data analysis or related field.

Five years’ experience in the areas of strategy, advocacy, policy development and/or communications. Masters’ degree may be substituted for one year of experience.

Must be able to communicate effective orally, and in writing. Must have a valid Connecticut driver’s license.

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES, THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY UNTIL ALL POSITIONS ARE FILLED.

All applications and resumes must be in the Human Resource Office on or before October 15, 2021.

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org, TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. Elm City Communities, HANH accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V