



Title: Housing Alliance Program Director

Status: Full time [exempt], 40 hours per week

Compensation: \$85,000 - \$90,000 per year

Total Compensation: \$102,000 - \$108,000 per year

Benefits: Employer-paid health, vision, and dental insurance; Employer contribution to HRA; life and long-term disability insurance; 401K employer contributions; 408 hours of flexible leave and 80 hours of sick leave, both prorated according to date of hire related to July 1st; 11 paid holidays; and cell phone and hybrid work stipends.

Supervisory responsibilities: This position supervises Housing Alliance Coalition Organizer

Reports to: This position reports to the Organizational Director.

Union representation: This position will supervise represented staff, but this position is not represented by the union.

Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Racial Equity Statement](#).

About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; and the Oregon Economic Justice Roundtable (OEJR), which convenes a shared table of advocates, nonprofits, and funders to advance action for racial and sustained economic justice. We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position

Neighborhood Partnerships seeks a passionate leader to provide policy development and direction to support the Oregon Housing Alliance and will be the public face of the Alliance. This person will create and maintain trusting relationships with key stakeholders such as Housing Alliance members, communities impacted by housing and economic injustice, nonprofit organizations, lobbyists, and elected officials.

The Oregon Housing Alliance is a coalition of more than one hundred organizations who believe everyone deserves a safe, stable, and affordable place to call home and come together to advance housing justice in Oregon with policy and resource allocation responsive to community needs. Members of the Oregon Housing Alliance work across the housing continuum: from emergency housing assistance to tenant protections, multifamily rental development, manufactured home park preservation, and first-time homeownership.



The Housing Alliance Program Director will lead and manage NP's housing justice work with support from the Housing Alliance Coalition Organizer. This position will primarily facilitate the convening and collaborative work of the Housing Alliance to develop specific policy priorities for each legislative session. This leader will be expected to integrate race equity into all aspects of the Alliance's work.

Responsibilities & Essential Job Functions

Housing Alliance Policy Development and Lobbying (60% of time)

- Convene workgroups and support coalition processes to co-develop legislative priorities and an agenda.
- Lead communications with key stakeholders including Housing Alliance members, Legislators and the media.
- Work closely with the Housing Alliance contract lobbyist to create strategy, advance legislation, and secure funding.
- Identify, develop, and maintain key policy and advocacy relationships to advance the Housing Alliance policy agenda.
- Maintain a strong and effective presence at the Capitol during legislative sessions; including building respected relationships with legislative leaders; collaborating with other lobbyists, and scheduling/attending meetings.
- Provide and organize written and/or oral testimony to the Oregon Legislature.
- Collaborate with NP Communications staff and coalition members to develop campaign materials and craft messaging.

Housing Alliance Program Management (20% of time)

- Facilitate coalition meetings.
- Manage workgroups by collaboratively developing agendas and supporting co-chairs; identify potential tensions across workgroup priorities and facilitate/broker negotiations to find a viable path forward. Actively seek and foster authentic engagement from Alliance members.
- Oversee annual Housing Alliance membership dues process.
- Develop and maintain relationships with funding partners. Collaborate with NP Development staff to complete grant proposals and track progress.
- Manage program expenditures within the approved budget and available resources.
- Center the voices of people most impacted by housing instability.



Staff Management and Support (10% of time)

- Meet regularly with direct report to support their engagement, professional development, and accountability to stated goals.
- Administrative approval for direct report, which includes the following responsibilities: approve timesheet, time off, and reimbursements.
- Oversee the work of and perform supervisory responsibilities for staff and contractors.

NP Organizational Responsibilities (10%)

Support ongoing work to integrate anti-racist practices and structures into all aspects of NP's operations and programs. Contribute to the development of and hold yourself and others accountable to NP's equity goals and organizational agreements.

- Participate in shared support roles for staff meetings, the biennial two-day RE: Conference, and other organizational teams and projects.
- Occasionally assist with hiring and onboarding of new NP employees.

Core Competencies & Experience

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. The ideal candidate will have:

- 5+ years' experience in working to advance policy agendas, support advocacy coalitions, design campaigns, or staff for an elected official, particularly in the Legislature. Deep knowledge of the processes of policy development, and legislative advocacy.
- An understanding of local, state, and federal affordable housing policy.
- Proven relationships and reputation in advocacy realm, including among BIPOC leaders and organizations.
- Strong facilitation and collaboration skills to craft and support a shared vision of housing justice in Oregon.
- Confidence working within the rapidly changing environment of the legislative session, with an ability to keep stakeholders engaged and updated. This requires the ability to communicate complex ideas in a compelling and approachable way to coalition partners, decision makers, the media, and people with lived experience with housing instability and poverty.



- Deep understanding of how racial justice impacts housing and economic inequity.
- Experience with and commitment to generative processes that address conflict, with the goal of advancing the most effective policy solutions.

Desired Competencies

- Grant writing
- Experience in narrative change work
- Grassroots or grass-top organizing
- Working with media

Application Instructions

This position is open until filled. We will begin reviewing resumes on August 5th. Please submit your resume and cover letter through [this form](#). In your cover letter, please respond to the following questions:

1. Neighborhood Partnerships has a commitment to building a more equitable Oregon. What does equity and inclusion mean to you?
2. Please share your vision for housing justice in Oregon. How can legislative advocacy help achieve that vision?
3. Please share your perspective on conflict and whether it can be generative. How do you approach and navigate difficult conversations to achieve a shared vision?

Other information

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location:** This position is based in Portland, but staff currently work full-time from home. NP provides supplies and resources to accommodate home office needs. NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration.
- **Residency:** This position is **required to live in Oregon or Southwest Washington by their start date**.
- **Travel:** This position will include some local and in-state travel including significant time in Salem, before and during the legislative session. Out-of-state travel possible for conferences and training.
- **Schedule:** This position is based on 32 to 40 hours per week. NP offers some flexibility for how those hours are scheduled. This position may require on some occasions working in the form of long days or overnight travel, depending on business demands. Staff must



have the ability to provide flexibility in this area, provided they are given plenty of advance notice of when these hours will occur.

- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to the safety or health of employees or others. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.