



Corporation for Supportive Housing
50 Broadway, 17th Floor
New York, NY 10004
T 212.986.2966
F 212.986.6552
www.csh.org

CORPORATION FOR SUPPORTIVE HOUSING

JOB DESCRIPTION

Position Title: Senior Policy Advisor
Status: Exempt
Reports To: President/CEO
Location: Washington, DC
Date: May 19, 2009

Position Scope:

The Senior Policy Advisor will play a central role in formulating and carrying out CSH's federal and state policy agenda. The Senior Policy Advisor will be based in Washington, DC, and will play a critical role in the planning and implementation of CSH's public policy and systems change activities at the national state level.

Under the supervision of the President/CEO, the Senior Policy Advisor will advise CSH's President and Board on policy issues and communicate CSH's policy positions to a wide range of internal and external stakeholders. The Senior Policy Advisor will work with the Director of Federal Policy to coordinate all policy activities. CSH's policy and systems change agenda focuses on expanding the availability, and improving the coordination, of public funding sources for the development and operation of permanent supportive housing.

The ideal candidate will have knowledge of Medicaid policies and other federal funding that can be used to finance the services costs of supportive housing. All of these activities will require consultation and collaboration with CSH staff and relevant allies and partners, including supportive housing providers, provider associations, other advocates, and state and local government officials.

CSH HELPS COMMUNITIES

CREATE PERMANENT

HOUSING WITH SERVICES

TO PREVENT AND END

HOMELESSNESS.

Typical Responsibilities:

- Formulate CSH's policy positions and proposals, in consultation with CSH staff, board members and external partners. Analyze issues and propose policy solutions; track relevant legislation and funding issues; assess strategic opportunities; negotiate consensus recommendations; and prepare issue briefs, summaries, and other materials to guide development of CSH's policy positions.
- Lead CSH's efforts to sustain and increase Congressional support for policy and funding initiatives that support the development and operation of supportive housing. Cultivate relationships with Congressional staff and Members; organize and facilitate meetings; prepare letters, talking points, handouts, and testimony; and coordinate grassroots advocacy efforts.
- Articulate-- orally and in writing-- CSH's policy positions to external stakeholders, including:
 - Federal policymakers, including Congressional Committees, individual Members and their staff, and Executive Agencies (e.g., Office of Management and Budget, Department of Health and Human Services, Department of Veterans Affairs Department of Housing and Urban Development, , etc.);
 - Other organizations who are or may become stakeholders in CSH's policy agenda—e.g., state and local government trade associations, advocates for affordable housing, health care reform advocates, homeless advocates, local supportive housing associations, and other relevant organizations.
 - The media.
- Provide strategic advice to CSH leadership on federal and state policy matters. Distill experiences from direct advocacy and mobilizing to inform CSH strategy.
- In collaboration with other CSH staff, partner organizations, and consultants, formulate and conduct basic and advanced advocacy trainings; prepare and deliver clear, compelling presentations on CSH's federal policy agenda at key national and regional conferences and gatherings; and formulate "talking points" for newspaper reporters and editorial boards.
- In collaboration with the Fund Development Team the President/CEO and the Director of Federal Policy, identify philanthropic prospects, participate in outreach to prospects, assist in drafting high quality grant proposals, and ensure compliance with grant reporting requirements.
- Manage with the Director of Federal Policy various administrative aspects of CSH's federal policy activities, including execution and management of contracts, managing expenses for CSH's DC office, and tracking/projecting policy budget.
- Perform other duties or special projects as directed by the President/CEO
- Regular national travel required.

Position Requirements:

- Bachelor's degree or advanced degree in related field strongly preferred. Equivalent experience may substitute for education.
- Eight to ten years experience in non-profit and/or government position(s) where responsibilities included policy analysis, advocacy, or strategic planning related to low income and supportive housing development and finance, health care, mental health or social services. Advanced degree or additional education may substitute for comparable years of experience.
- Working knowledge of federal funding streams that can be used to finance operating and/or services costs of supportive housing, and skills and experience analyzing and drafting legislation are strongly preferred.
- Excellent verbal and written communication skills.
- Strong organizational, project management, research, and analytic skills.
- Demonstrated ability to work effectively with government agencies and community-based organizations and to provide leadership in consensus- building and grassroots mobilizing activities.
- The ability to set and manage realistic work goals for interns along with ability to organize, facilitate, and focus a team of professionals is critical.
- Skilled in facilitation, team building, forging collaborative partnerships, and developing and maintaining strong relationships within the supportive housing community, and in convening and engaging people from diverse groups and sectors.
- Strong computer skills. Demonstrated proficiency using Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.
- Eagerness and ability to manage a diverse set of tasks.
- Candidates must be able to work independently with minimal supervision, exercise solid judgment on a range of issues, and be able to represent CSH in public forums with a high level of professionalism.
- Success in working with foundations and securing foundation funding is highly desirable.
- The ability to negotiate and clearly communicate CSH's policy positions to external stakeholders in ways that engender respect and strengthen CSH's relationships with those stakeholders over time.