



JOB ANNOUNCEMENT

Director of Federal Policy Washington, DC

The Organization:

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

The Position:

The Director of Federal Policy plays a central role in formulating and carrying out CSH's federal policy agenda, working with our national partners, and representing CSH in Washington. The Director of Federal Policy will lead the planning and implementation of CSH's public policy and systems change strategies at the national level. As a member of CSH's Government Affairs and Innovations team, the Director of Federal Policy will advise CSH on federal policy issues and communicate CSH's policy positions to a wide range of internal and external stakeholders. CSH's policy and systems change agenda focuses on expanding and diversifying the resources available to finance supportive housing, engaging new systems and agencies, and improving and reforming public policy to better coordinate and align resources. 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.

Depending on skill set and experience of the successful applicant, the position may include up to 20% of time working with CSH's Eastern Region Managing Director, engaging and working with district partners in Washington, DC to provide technical assistance and support in pursuing local supportive housing initiatives, maintaining CSH's local presence, and coordinating CSH's national and regional team involvement in local opportunities.

Responsibilities:

- Formulate CSH's policy positions and proposals, in consultation with CSH staff and partners. Analyze issues and propose policy solutions; track relevant legislation and funding issues; assess strategic opportunities; negotiate 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.
- Engage with key federal agencies and the Administration to identify and advocate for administrative and regulatory measures that improve coordination and increase efficiency across agencies.
- Engage with key national partners from an array of sectors including housing, criminal justice, veterans, and employment to promote CSH's priorities in Washington and across the country.
- Work with CSH's Senior Policy Advisor and support engagement of national partners on child welfare and health care to develop and strengthen strategic alliances
- 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 Housing and Urban Development, Department of Health and Human Services, Department of Veterans Affairs, Department of Justice, Department of Labor, etc.);
 - Other stakeholders in CSH's policy agenda—e.g., state and local government trade associations, advocates for affordable housing, homeless advocates, local supportive housing associations, and other relevant organizations.
 - The media.
- Provide strategic advice to CSH leadership on federal policy matters. Distill experiences from direct advocacy and mobilizing to inform CSH strategy.
- Supervise intern(s) and consultant(s) engaged by CSH to conduct policy analysis, grassroots mobilizing and/or lobbying activities resulting in:
 - Production of high-quality written materials (policy analysis, issue briefs, action alerts, talking points/FAQs, etc.).
 - Organization and maintenance of advocacy contact information and distribution lists.

- Implementation of targeted advocacy efforts in states, and execution of effective “Lobby Days” in conjunction with targeted national conferences
- Prompt and regular communications to internal and external stakeholders of significant developments via CSH website, blogs, and social media.
- In collaboration with other CSH staff and partner organizations formulate and conduct advocacy trainings; prepare and deliver clear, compelling presentations on CSH’s federal policy agenda at key national and regional conferences and gatherings;
- In collaboration with the Fund Development Team and Managing Director for Government Affairs and Innovations Director of Intergovernmental Policy, identify philanthropic prospects, participate in outreach to prospects, assist in drafting high quality grant proposals, and ensure compliance with grant reporting requirements.
- Manage 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 Managing Director of Government Affairs and Innovations
- Some national travel required.

Qualifications:

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive, entrepreneurial problem solvers with a demonstrated commitment to social justice. Their work will be driven by strategic thinking and executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in solving complex problems.

Strategic:

- Ability to assess situations and opportunities and translate them into plans of action. Understands how to work through formal channels, informal networks and with partners in varied public sectors and philanthropic settings.
- Ability to persuade others and make vision sharable.

Pragmatic:

- Effectively manage many projects simultaneously; including large multi-site, multi-year programs and ensuring program compliance are required. Must be adept taking initiative and pursuing program goals with minimal supervision.

Collaborative:

- Ability to establish excellent relationships and work cooperatively with individual, groups and organizations that are diverse in mission, composition, function, capacity and geographic location.
- Ability to find common ground and effectively facilitate discussion among stakeholder groups with divergent views.
- Skilled in developing and delivering cogent and compelling presentations to varied audiences.

Accountable:

- Strong analytical, interpersonal, presentation and written and verbal communication skills.
- Sets a high focus for personal and team performance with a focus on results.
- Bachelor’s degree or advanced degree in related field strongly preferred. Equivalent experience may substitute for education.
- At least five to eight years of 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 finance, health care, behavioral health, and/or human services
- Working knowledge of federal funding streams, particular mainstream programs, that can be used to finance operating and/or services in supportive housing, and skills and experience analyzing and drafting legislation are preferred.
- Excellent verbal and written communication skills.
- Knowledge and experience with the legislative process and demonstrated ability to move policy initiatives forward working with Congress, the Administration, and other stakeholders.
- Strong organizational, project management, research, and analytic skills.
- Demonstrated ability to work effectively with government agencies, national partners and associations, and community-based organizations and to promote CSH priorities.
- 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, Outlook, and PowerPoint.
- 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 stakeholders.

To Apply:

Candidates should submit a resume, salary expectations, and cover letter describing their interest in the position to:

jobs@csb.org

CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.