

**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:**

Reporting directly to the Vice President, Policy and External Affairs, the Federal Policy Director will play a central role in formulating and carrying out CSH's federal policy agenda, working with our national partners, and representing CSH in Washington. 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.

**Responsibilities:**

- Formulate CSH's policy positions and proposals, in consultation with CSH staff and partners including supportive housing providers, provider associations, state and local government officials and other advocates. 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.
- Articulate-- orally and in writing-- CSH's policy positions to external stakeholders, including development of high quality written materials and briefs for: Federal policymakers, external stakeholders, advocates and 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
- 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 VP, Policy and Business Development, 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 VP, Policy and Business Development
- Some national travel required.

**Competencies:**

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 improving the lives of our country's most vulnerable people. 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.

**Qualifications and Requirements:**

- 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 can apply by visiting the link below and creating a New Profile. All applications must include a resume, salary expectations, and cover letter.

<https://csh.csod.com/ats/careersite/JobDetails.aspx?id=10>

*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.*