



Government Affairs and Public Policy Manager Job Posting

Overview: Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Government Affairs and Public Policy Manager is responsible for managing the organization's public policy efforts and external municipal and legislative partner relationships including the management of the municipal government partnerships as directed by the President/CEO and the COO.

Responsibilities:

Manage and work closely with the President/CEO and the COO on the 24:1 Municipal Government Partnerships including:

- Plan, prepare and implement meetings and build relationships with elected leadership in the 24:1 footprint. This includes management and co-facilitation of the 24:1 monthly mayors' meetings.
- Research various municipal and other policy-related issues and opportunities for President/CEO and the COO.
- Facilitate subcommittee meetings.
- Provide support on communications related to the 24:1 Municipal Government Partnerships.
- Supervise MGP staff and interns including the Municipal Affairs Coordinator and the 24:1 Community Forester.
- Provide oversight and input of the state-funded 24:1 Urban Forestry program and TRIM grant for tree maintenance and removals in the 24:1 footprint.
- Research and collect data on best practices related to 24:1 MGP focus projects and identifies relevant trainings, conferences and workshops
- Supervise municipal government consultants.
- Assist in writing reports/grants, and managing municipal government grants.
- Report to the President/CEO and the COO on all of the above.

Lead the Organization's Advocacy/Public Policy efforts including:

- Staff the Board of Director's Public Policy/Advocacy Committee and support the President/CEO and the COO on oversight of Beyond Housing's Policy work.
- Help gather input from staff, partners, residents/clients and board, and draft, shape organization's public policy priorities for approval.
- Draft organization's position policy statements on issues, legislation, for approval.
- Build relationships and networks with institutions and coalitions to advocate for important issues affecting residents of the 24:1 geography.
- Work closely with the Director of Community Engagement on mobilizing community residents to act.
- Oversight lobbyist or public policy consultants.
- Travel back and forth to Jefferson City regularly—typically 2-3 times per month during the legislative session of January – May, or otherwise for special meetings. Prepare and deliver appropriate testimony, meet with legislators, and lead others in advocacy actions.
- Write regular policy updates/reports.
- Advise the President/CEO and the COO on their participation in advocacy efforts.
- Attend public meetings, internal and external on government and policy issues.

Other duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative, Critical Thinker -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Experience and Qualification Requirements:

- Master's or Bachelor's Degree in Public Administration, Project Management, Urban Planning, Community/Economic Development or related field preferred.
- Work experience in municipal government in a city hall is strongly preferred.
- Demonstrated detailed project management skills, including the ability to manage and prioritize multiple tasks and relationships.
- Ability to build respectful and meaningful working relationships in and outside of the organization, especially with 24:1 mayors, chiefs and legislators.
- Ability to advance priorities and projects in a timely manner.
- Ability to see the big picture, connect with current events, manage thru times of urgency.

- Excellent oral, written communication skills and group facilitation skills are required.
- Accomplishments that reflect the ability to take a proactive approach, exercise professional judgment, and make sound decisions.
- Computer skills with Microsoft applications including word, excel and PowerPoint.

Reporting Requirements:

- Reports to Chief Operating Officer and President/CEO.
- Works closely with Director of Community Engagement on advocacy/public policy work.

Supervises: Municipal Affairs Coordinator, Municipal consultants, lobbyist/public policy consultant, and 24:1 Forester

Supervisor: Chief Operating Officer and President/CEO

Salary and Benefits:

- Full-time salary position.
- Benefits for full-time position as determined in current Beyond Housing Employee Handbook.

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by **July 31, 2018**. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required.

Summary of Physical Requirements:

This position works primarily in an office environment supporting multiple functions at the assigned and remote locations. The Manager of Public Policy & Special Projects will perform most functions in a business setting, either at the regular assigned worksite, or at off-site offices, training rooms and/or other room found to accommodate small or large groups of clients. This position may frequently fluctuate from being constantly sedentary while compiling documents, working on computers; phones and in personal interaction and conversations to being constantly in motion. This position may require occasional standing depending on the task being performed. The constant use of eyes and hands will be required in all environments where work is performed involving clerical task and personal interactions. The incumbent may frequently sit. The incumbent may occasionally stand, walk, reach, stoop, climb, lift, carry and bend when performing essential job function including traveling to worksites in a vehicle. Seldom is defined as 1% to 5% of the time. Occasional is defined as 6% to 39% of the time. Frequently is defined as 40% to 74% of the time. Constantly is defined as 75% to 100% of the time.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.