



Manager of Public Policy & Special Projects

Job Description

Company Overview: Beyond Housing is a community development organization that exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

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 focus on all areas that help communities thrive. We address housing, education, health, employment, personal finance, community engagement and economic development.

Position Summary: The Manager of Public Policy & Special Projects is responsible for some organizational management oversight, administrative tasks, and external partner relationships as directed by the President/CEO. This position will manage assigned projects from planning through completion of execution. This position will also provide leadership for policy and advocacy initiatives at the organization.

Essential Functions & Other Responsibilities:

- Assist President/CEO in oversight of Beyond Housing's Strategic Plan, including monitoring the progress on goals in the plan.
- Work with Beyond Housing Senior Staff members on goal attainment and reporting to the Board of Directors.
- Attend meetings with the President/CEO and complete all follow-up tasks and as needed attend meetings on behalf of the President/CEO.
- Assist President/CEO with board/committee work for Beyond Housing, 24:1 Community Land Trust, National NeighborWorks Association, Home Matters, Beyond Housing Capital Fund Inc., and other groups as needed.
- Lead the organization's public policy and advocacy efforts, to include facilitating Beyond Housing's Public Policy Committee/Advocacy Council, developing key policy priorities and strategies, tracking relevant legislation, managing policy consultants, cultivating relationships with legislators, facilitating voter mobilization efforts, and supporting President/CEO on Beyond Housing's policy and advocacy work.
- Administer policy advocacy related grants, to include budget management and program evaluation.
- Complete administrative tasks, to include scheduling, travel, meeting and site visit coordination, and developing presentations.
- Manage special initiatives as assigned by the President/CEO.
- Perform other duties as assigned.

Core Competency Requirements:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- 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 Qualifications:

- Must be at least 18 years old and possess a High School Diploma or GED. Bachelor or Master's Degree preferred.
- Must demonstrate excellent oral and written communication skills
- Prefer 5 - 7 years of work/education experience in housing, community development, social services or a related field.
- Demonstrated Project Management skills, including the ability to multi-task is required.
- The ability to take a proactive approach, exercising professional judgment and make sound business decisions is a must.
- Must have knowledge of Microsoft Office applications including Word, Excel, Power Point, and Outlook
- Ability to be discrete and confidential with sensitive information is needed.
- Ability to work occasional evening and weekend hours as needed is required.
- Must demonstrate critical thinking & problem solving skills while delivering quality results in the face of multiple competing projects/assignments.

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.

I have reviewed and determined that I am able to perform the essential functions of the position as explained above with or without reasonable accommodation(s). The following reasonable accommodations are required for me to perform these essential functions (write requested accommodation on blank lines below):

*****(Please enter N/A below if no accommodation is required)*****

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. The organization reserves the right to modify this job description in the future as needed. This job description in no way implies an employment contract. Beyond Housing is an Equal Opportunity Employer.

Supervisor:

- Chief Executive Officer

Supervises:

- None

Salary and Benefits:

- Full-time salaried position with 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 April 27, 2018. For more information on Beyond Housing, visit www.beyondhousing.org

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