



## Program Officer

 San Francisco, CA

Posted Yesterday

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Full time

REQ543

Enterprise is a national nonprofit on a mission to make home and community places of pride, power and belonging for all. To make that possible, we operate the only organization designed to address America's affordable housing crisis from every angle: we develop and deploy programs and support community organizations on the ground; we advocate for policy on a nonpartisan basis at every level of government; we invest capital to build and preserve rental homes people can afford; and we own, operate and provide resident services for affordable communities. All so that people not only make rent, they build futures. With this end-to-end approach, 40 years of experience and thousands of local partners, Enterprise has built and preserved 793,000 affordable homes, invested \$61 billion in communities and changed millions of lives.

Enterprise offers career opportunities in our [offices across the country](#) with an [exceptional benefits package](#).

### **Job Description Summary**

This position is an excellent opportunity for a talented professional to engage in meaningful issues with diverse partners at a local and national scale. The Program Officer will support Enterprise's programmatic and technical assistance work for Homekey, a signature program in the State of California to acquire and rehab hotels,

## About Us



**Our Vision:** A country where home and community are stepping-stones to more.

**Who We Are:** Enterprise is the only national nonprofit that addresses America's affordable housing crisis from every angle, combining 40 years of experience, thousands of local partners and the expertise of over 1,100 employees nationwide.

**What We Do:** We develop and de-



and internal Enterprise teams. This individual will be able deepen their knowledge and experience in affordable housing and community development. This position is well suited for a creative and thoughtful leader with the curiosity and thoroughness to approach complex community development tissues.

## **Job Description**

### Job Responsibilities

- Generally, this position is responsible for supporting Enterprise's programmatic impact with Homekey, including coordinating internally and externally to advance those implementing the program.
- Specifically, the Program Officer will work with a team mostly based in the Bay Area and California as well as a consultant team,
- Contribute to Enterprise's state and local policy work for Homekey and other relevant programs.
- Co-conceive of, develop and deliver technical assistance (TA) for Homekey participants in the form of webinars, a resource website, direct 1:1 TA for Homekey applicants and awardees, and materials.
- Coordinate with 1-3 state agencies, the Governor's Office and philanthropic partners.
- Provide updates via appropriate media regarding policy issues
- Represent Enterprise at internal and external settings including with community partners, housing and service providers and other stakeholders
- Continually improve systems and procedures within own job, office and organization
- Coordinate with the Policy Director on tracking and analyzing relevant state legislation
- Assist in regional and state advocacy related to Homekey and Preservation more broadly
- Other duties as interested and assigned

### Qualifications

- 3 years relevant work experience.
- Undergraduate degree in public policy, political science, economics, urban planning, real estate or related field.

of government. We invest capital to build and preserve rental homes people can afford. And we own and operate 13,000 affordable homes and provide resident services for 22,000 people. All so that people not only make rent, they build futures.

**Our Mission:** To make home and community places of pride, power and belonging, and platforms for resilience and upward mobility for all.

**How We're Organized:** Enterprise is organized around three central goals: to [increase housing supply](#), [advance racial equity](#) and [build resilience and upward mobility](#). To achieve these goals, we operate across three divisions – Solutions, Capital and Communities – that unify and leverage a family of companies together to execute our work:

- Our Solutions division operates a 501(c)(3) nonprofit nationwide with programmatic, policy, advisory and capacity-building arms at the national, state and local level, working in more than 800 communities and in collaboration with thousands of partners in the nonprofit, public and for-profit sectors.
- Our Capital division comprises several



- Demonstrated experience/interest in state and local policy processes and advocacy
- Demonstrated research experience
- Strong organizational skills
- Strong communication skills
- Ability to analyze, synthesize, and translate complex information, orally and in writing, to influence process and explain results to parties inside and outside the organization
- Strong interpersonal skills and ability to work effectively as part of a team
- Ability to work independently, managing multiple tasks simultaneously and work in a fast-paced environment, often under stringent deadlines
- Strong PowerPoint, Word and Excel skills, and experience preparing presentations for a variety of audiences
- Strong commitment to Enterprise's mission

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credits and equity; a 501(c)(3) nonprofit that is one of the country's largest publicly-rated Community Development Financial Institutions (CDFI); and a controlling interest in Bellwether Enterprise, through which we also provide access to conventional mortgage products.

- Our Communities division operates a 501(c)3 nonprofit that is the nation's fifth-largest affordable housing nonprofit developer, owner, operator and provider of resident services.

**Our Impact:** With this end-to-end approach, 40 years of experience and thousands of local partners, Enterprise has built and preserved 793,000 affordable homes, invested \$61 billion in communities and changed millions of lives.

**Enterprise is an Equal Opportunity Employer.** We value a diverse workforce and strive to create an inclusive culture. Enterprise encourages and considers applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status or any other



ities to ensure full participation in the interview process and to perform essential job functions.

Please contact [HR@enterprisecommunity.org](mailto:HR@enterprisecommunity.org) to request a reasonable accommodation.

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