



Director of Special Initiatives

Position Overview

Generation Housing is seeking a passionate, responsible, and hardworking team player to join the organization specifically to develop and implement the organization's Prohousing Initiative. To learn more about this initiative, please visit our blog post announcing this work [here](#). This is a full-time (40 hours/week), exempt position that reports to the Executive Director.

This is a new, full-time position anticipated to start October 1, 2022 and last a minimum of 12 months. The is a grant- and contract-funded position and employment beyond the grant and contract terms is dependent on continued funding.

The Director of Special Initiatives is a key member of Generation Housing (GH) that works closely with the Policy Director, Community Engagement Director, Executive Director, and community and political leadership. The Director of Special Initiatives will manage all aspects of the Prohousing Initiative including policy analysis and research, policy drafting, policy implementation plan development, and development and implementation of related political strategies in collaboration with the GH Leadership Team.

Key Responsibilities

Prohousing strategy and policy development (60%)

- Serve as lead analyst and strategist on Prohousing Initiative activities with responsibility for (1) researching, analyzing, and developing model prohousing policies and ordinances; (2) developing Roadmaps for jurisdictions to obtain Prohousing Designation
- Serve as key member of GH Leadership team in collaboratively creating and implementing strategy for education and outreach to policy makers, planning staffs and community members. Primarily responsible for ultimate production of Prohousing strategic plan and related work plan products.

Community outreach and member engagement (30%)

- In collaboration with the Community Engagement Director, develop and implement a strategy for community engagement on proposed policies
- Recruit, retain and lead a stipended Model Policy Advisory Committee, providing necessary background and education, solicit feedback from Committee on proposed policies, and develop Roadmaps incorporating Committee and community engagement input
- Collaborate with the Policy Advisory Committee to discuss and receive input model policies and Roadmaps
- Coordinate with Community Engagement Director to directly solicit feedback of community members, especially prioritizing low wage earner families, BIPOC and other marginalized communities.

Budgets, compliance, operations support (10%)

- Collaborate with the Operations & Development Director on all required contract and grant reporting, budget management and data collection
- In support of the Executive Director, develop educational and informational material for Board members, members, and grant funders
- Track expenditures, maintain appropriate records, report as required
- Coordinate with fiscal sponsor, Executive Director, and appropriate professionals and contractors related to Generation Housing campaign and lobbying activities

Other duties as assigned

The Ideal Candidate

- The ideal candidate will be located in Sonoma County, bilingual/bicultural, and have a passion for housing and the local communities impacted by our housing crisis.
- Prior experience *could* include some combination:
 - Bachelor's degree in a related field, such as Public Policy, Communications, Political Science, Sociology/Anthropology, etc.
 - Experience in a Policy position, preferably in a nonprofit organization, political campaign experience, or government planning experience
- Must be a team player, while able work well under minimal supervision, and manage competing priorities.
- Spanish speaking highly desirable, and compensated based on fluency
- Must have excellent written and verbal communication skills
- Must have experience with policy research and/or development
- Must have genuine interest in affordable housing solutions and/or advancing social justice
- Must be flexible and able to work effectively under pressure and in different settings
- Experience working Tableau, Air Table, Salesforce, Asana, Zoom, and Slack is desirable
- Must have strong general computer literacy skills especially including online research, proficiency with the Microsoft Office and Google Suite of software (especially Word/Docs and Excel/Sheets), and basic troubleshooting ability

Compensation

Generation Housing is committed to paying competitive wages. In an effort to increase equity, because we know that salary negotiations tend to have an unfair bias, **we do not participate in a salary negotiation process for any candidate.** We will make our best offer, and it will be the same regardless of the candidate.

This position meets the exemption requirements as defined by state and federal law. Exempt employees are paid on a salaried basis, and their salary is intended to constitute their entire regular compensation, regardless of the number of hours they work; therefore, exempt employees are not eligible for overtime pay.

The **annual salary for this position is \$95,000**, with opportunities for additional compensation based on the following qualifications: conversational Spanish, Spanish fluency, Master's or Doctorate.

Generation Housing offers a competitive benefits package that includes top of the line medical, dental and vision for the entire family with a low employee contribution, voluntary life insurance options; a SIMPLE IRA retirement plan including employer matching up to 6%.

Generation Housing offers competitive vacation and sick time; 12 paid holidays; and paid maternity/paternity leave.

Application Process

- Please email a resume and cover letter to info@generationhousing.org and indicate "Director of Special Initiatives – YOUR NAME" in the subject line of the email.
- Application deadline is September 17, 2022. Applications will be accepted until position is filled.