



Policy Manager

Title: Policy Manager

Salary: \$85,000 to \$95,000 annually

Location: Santa Clara County, CA

Job Classification: Full-Time, Permanent, Exempt position

Reports To: Director of Policy

ABOUT SV@HOME

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents. SV@Home is looking for a Policy Manager to join our team of dedicated staff and board to further the organization's mission.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. We acknowledge the historical and current impacts of racism in housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.

ABOUT THE POSITION

SV@Home is seeking a passionate, detail-oriented, social-justice focused candidate to support our affordable housing policy work. The Policy Manager is responsible for helping to shape and support the implementation of SV@Home's policy and land use engagement and advocacy strategy. This position will also support local and regional campaign management, communication and educational strategies, and maintenance of external partnerships. This



position will work collaboratively with the policy and land use team associates as well as the communications and program managers. This position requires a problem solver able to work independently, with strong leadership skills. Responsibilities include other duties as assigned. This is a Full-Time, Permanent, Exempt position that reports to the Director of Policy.

KEY DUTIES AND RESPONSIBILITIES

The Policy Manager will be responsible for the following activities:

Policy and Land Use Advocacy (60%)

- Collaborate in establishing and tracking organizational priorities;
- Coordinate with Director of Policy to lead on high priority policy items;
- Provide direct support for Policy and Land Use team members on campaign development and implementation;
- Develop and maintain relationships with City and County staff and elected officials;
- Track and respond to regulatory and other public commenting opportunities;
- Provide public testimony and represent SV@Home as a policy and land use expert in public settings;
- Lead engagement in public comment periods, sign-on letters, and other advocacy activities, including creating toolkits and sample letters;
- Collaborate in the cultivation and maintenance of coalitions and community partnerships both locally and regionally;
- Serve on local and regional working groups and task forces;
- Develop and maintain expertise in both affordable housing and land use policy.

Research, Communications, & Knowledge Sharing (20%)

- Conduct policy analysis and research to support and develop policy solutions;
- Develop compelling data, infographics, fact sheets, new articles, blogs and other educational materials to reach a variety of audiences;
- Support the development and implementation of communication strategies to promote the work of SV@Home and shape the understanding of affordable housing by the public and elected officials;
- Write and edit external facing and internal SV@Home communications;
- Support program and communications staff in developing communications that align with advocacy strategies;
- Support the development of strategies and processes that actively include community knowledge and priorities;
- Support the planning and implementation of advocacy events and meetings, both virtual and in person.



Organizational Development (20%)

- Collaborate in expanding organizational capacity and infrastructure that facilitates growth and connection within SV@Home's network.
- Support team efforts to advance organizational mission and values through internal processes and external events and programming.
- Contribute to a work environment and culture that is centered on collaboration, equity and inclusion

EXPERIENCE AND QUALIFICATIONS

Required:

- A demonstrated commitment to affordable housing, racial and social justice, and Diversity, Equity, Inclusion, and Liberation.
- 3-5 years of relevant work experience with housing policy advocacy, research and analysis, development and implementation (volunteer, academic, and/or lived experience in affordable housing, or public policy).
- Excellent communication (written and verbal) and interpersonal skills.
- Demonstrated ability to work cooperatively with others, both within the organization and in the community.
- Experience working with a broad array of constituency groups such as policy makers and community advocates.
- Experience with Microsoft Outlook, Word, and Excel and ability to seek out and learn new technologies.
- Must possess a proactive and collaborative approach to work.
- Must have the ability to work well under minimal supervision, problem-solve, and handle competing priorities in a fast-paced environment.
- Ability to work with a high degree of emotional intelligence, navigating individual and team conflicts productively with empathy and integrity, while contributing constructively to overall organizational advancement and culture.

Preferred:

- Spanish or Vietnamese language proficiency
- Experience building advocacy coalitions across diverse organizations and communities
- Experience working on housing policy within city government, or working closely with city policy making staff.
- Demonstrated management and leadership experience with a commitment to the development and growth of direct reports.
- Advanced degree in Urban Planning, Public Administration or related field.



COMPENSATION AND BENEFITS PACKAGE

We offer a competitive benefits package that includes...

- Full medical, dental, vision, and life insurance for employees
- 15 days of Vacation and 12 days of sick time per year
- 11 office holidays plus a holiday office closure from December 25th through January 1st
- SIMPLE IRA retirement plan with a 3% employer match
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through June 2, 2023, and our target hire date is July 17th, 2023. Interested applicants should email a cover letter, writing sample, and resume to jobs@siliconvalleyathome.org. Please indicate "Policy Manager" in the subject line of your email. Thank you for your interest and we look forward to hearing from you.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.