



Job Title: Community Policy and Impact Coordinator
Status/Classification: Full-time, exempt
Supervisor(s): Director of Communications and Fund Development

AGENCY BACKGROUND

The San Francisco Housing Development Corporation (SFHDC) is a 501(c)3 non-profit corporation formed in 1988 by primarily San Francisco African American community leaders who were interested in combating the widespread displacement of residents through “redevelopment programs” that disproportionately affected African Americans and other people of color. Focused on serving people of color, our mission is to foster financial stability through the development of affordable housing, the facilitation of homeownership and the economic empowerment and revitalization of Bayview Hunters Point and other neighborhoods of Southeast San Francisco.

JOB DESCRIPTION

Summary:

This new position will coordinate important internal and external activity related to data collection and analysis, program design and delivery, policy analysis and advocacy.

Key responsibilities:

- Serve in a key role that will work cross-departmentally to collect and analyze data that describes our work, our clients and residents and the outcomes that we are achieving together.
- Based on analysis of our program outputs and outcomes, assist in review and design of programs and services, especially looking at any gaps in services and necessary outcomes.
- Monitor and review proposed and adopted legislation, policies and other public documents that affect our work and our clients, and draft comments and responses that express our perspective on how they affect our community.
- Keep abreast of local, state and national legislation, particularly those affecting affordable housing, community economic development, economic mobility, community health and low-income people of color in general.
- Establish and maintain ongoing relationships with public, elected and appointed officials and their respective staff in order to foster an open dialogue with key influencers and shape public discourse.
- Participate in existing partnerships and coalitions in the housing and community development field, and represent the organization at meetings and events, as appropriate.
- Take the lead with organization-wide program data management efforts, including adaptation and use of customer relations management (CRM) software, and coordinate data learning with colleagues across departments.
- Coordinate planning for and scheduling of meetings and events related to public policy, community feedback and advocacy efforts.

- Prepare for, and attend with the CEO and other senior staff, meetings with local, regional, statewide and national officials.
- Provide the CEO and other leadership with detailed and thorough information, analysis, and recommendations related to policy positions.
- Produce written documents for internal and external use, including reports and policy statements.
- Other duties as assigned.

Who you are:

- Minimum 2-5 years of related professional experience as a policy researcher or educator, advocate, and/or coalition builder. Experience with public policy development and systems change. Experience working with public/private sector leaders/decision-makers, and marketing or community programs is a plus.
- Lived experience that demonstrates ability to empathize with, understand and advocate for the diverse populations SFHDC serves.
- Experience and knowledge of Bay Area and/or California housing and related policy issues.
- Outstanding written and oral communication skills that clearly and concisely present information to influence a varied audience.
- Excellent project management and organizational skills.
- Ability to work effectively with non-profit, government, community members and leaders, and philanthropic/corporate representatives.
- Able to dive deeply into data and anticipate information that others on the team might need.
- Willing to work outside regular hours when occasionally required for meetings or deadlines.
- Meets deadlines and completes tasks with a high degree of accuracy and dependability. Detail oriented and excellent proofreading skills.
- Computer proficiency in Microsoft Office suite; database and CRM software; use of online platforms and informational resources.
- Access to a car, California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Bachelor's degree or relevant work experience in fields such as public policy, public administration, political science, government, housing, community development, urban planning, public health, economics, or other social sciences.

SALARY: Competitive salary commensurate with experience and qualifications.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

SFHDC does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. SFHDC will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

To Apply: Please send a thoughtful cover letter outlining your experience and ability to shine in this role, along with your résumé and Employment Application to hr@sfhdc.org. The Employment Application may be found at <http://sfhdc.org/careers/>

Applicants will be screened on a rolling basis.

The San Francisco Housing Development Corporation
is an Equal Opportunity Employer/Drug Free Workplace