



HOUSING
DEVELOPMENT
consortium

Job Description
Advocacy Director

Full-time salaried position

www.housingconsortium.org

The Housing Development Consortium of Seattle-King County (HDC) is a 70-member trade association of non-profit low income housing developers and lenders, architects, contractors, local governments actively involved in non-profit housing. The organization is 18 years old, with an executive director, a communications director, and an office manager/program assistant. We serve our members through newsletters, website, monthly meetings and various issue committees, as well as providing assistance with public relations and meetings with elected officials. Working with members of HDC, the Advocacy Director will be responsible for coordinating our membership to develop and prioritize our organization's legislative, policy and programmatic positions and to help them implement strategies to gain their acceptance with the appropriate decision-makers. The job is in a fun and hard-working office, in space shared with a statewide low-income housing advocacy organization.

Starting date: Mid-January, 2005

Reports to: HDC Executive Director

Location: Downtown Seattle in HDC's office at 811 First Ave, Suite 408

Hours: 40 hours/week, somewhat flexible within a pre-approved schedule

Salary: \$42,000 - \$50,000 to start, depending on experience

Benefits: Individual health plan through Group Health. Employee 403(b) plan (pre-tax retirement investment with no employer match). Vacation earned at 1 day per month up to a maximum of 10 days unused to carry over to next year. Sick leave earned at 1 day per month. Holidays-- New Year's Day, MLK Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas, the day before or after Christmas, and 1 personal day.

JOB RESPONSIBILITIES

(List below is intended to be illustrative, not prescriptive.)

- ◆ Assist HDC members to prioritize issues for advocacy and develop positions.
- ◆ Write cogent issue papers quickly, including background research, key facts, and options
- ◆ Since HDC's objective is to find common ground among its very diverse membership, help them find that common ground and be willing to compromise and make many changes to drafts before a position or paper can be finalized
- ◆ Assist members to develop strategies and plans of action to gain acceptance of the positions by the relevant decision-makers
- ◆ Mobilize HDC members to attend key hearings and meetings with elected and departmental officials
- ◆ Represent HDC in public hearings and in meetings with elected and departmental officials
- ◆ Help identify and nurture members to become leaders within HDC
- ◆ Maintain good relationships with members and co-workers in the office

- ◆ Develop and strengthen relationships with the various other organizations, coalitions, and government officials that HDC works with and enlist them to work on mutual goals regarding affordable housing
- ◆ Provide updates on advocacy issues to HDC website and newsletter: enter and update articles, issue alerts, announcements, etc.
- ◆ Write and e-mail issue alerts and meeting information
- ◆ Take notes at issue workgroup meetings, prepare them for distribution to meeting attendees and be in charge of ensuring follow-up on tasks.
- ◆ Help the Office Manager schedule meetings to fit with the busy schedules of our staff and members
- ◆ Help the Office Manager track the organization's calendar, committee meeting dates and work program deadlines, and make reminders as necessary
- ◆ Help the Office Manager keep our affinity groups, email lists, and mailing lists up to date
- ◆ Help prevent last-minute crises by informing the Office Manager well in advance of when administrative tasks are needed. Willingly assist with office chores such as copying or mailing when necessary to meet critical advocacy deadlines.

Required Qualifications:

- ◆ Excellent relationship and facilitation skills and teamwork with diverse groups
- ◆ Excellent communications skills- written, telephone and public speaking
- ◆ Ability to analyze issues and quickly produce briefing papers
- ◆ Independent and resourceful- able to take initiative, follow up and check accuracy
- ◆ Organized work style- able to anticipate upcoming needs, set and meet deadlines, and plan ahead
- ◆ Strategic thinking- able to define and implement an effective course of action
- ◆ Knowledge of Microsoft Word, Excel, Access, and website software
- ◆ Able to work on computer approx. 3-4 hrs./day, fluctuating from much of day to none
- ◆ Reliable and dependable
- ◆ Able to switch gears rapidly and to keep calm and focused amidst chaos
- ◆ Access to an automobile to attend meetings
- ◆ Able to attend occasional meetings in Olympia, Seattle suburbs, and night meetings (mileage reimbursed)
- ◆ Four years of related experience

Preferred qualifications

- ◆ Strong commitment to low income housing
- ◆ Local, state and federal government relations experience
- ◆ Familiarity with housing subsidy financing sources and real estate development
- ◆ Familiarity with operations of nonprofit housing organizations

To apply:

Send or email letter of interest and resume to:

HDC
 811 First Ave, Suite 408
 Seattle, WA 98104
hdc@housingconsortium.org

OPEN UNTIL FILLED.

HDC is an equal opportunity employer. Non-smoking building.