



Job Description
Suburban Outreach Director
Full-time salaried position
www.housingconsortium.org

The Housing Development Consortium is a nationally recognized trade association in the Seattle area for nonprofit low and moderate income housing developers. Its members exemplify the cutting edge of the industry and have collectively produced over 19,000 units of housing for homeless persons, low wage workers and first time homebuyers. HDC's members are very active in the organization and its committees. HDC has undertaken a major Future-of-the-Field initiative to meet the housing needs in King County. The goals are to double members' production through greater efficiencies and creation of new resources. In order to achieve these goals, the organization is committed to building a broad alliance and public awareness making housing affordability central to the region's success.

HDC's Outreach Directors have primary responsibility to drive HDC's strategy of building broad alliances in support of affordable housing development in King County. As one of two Outreach directors working closely alongside the Executive Director and HDC members, this position will focus on developing specific strategies for engaging suburban cities in increasing their affordable housing stock. Additionally, the Suburban Outreach Director leads the design and implementation of strategic relationship building with other organizations to support affordable housing initiatives. This position involves coordination of meetings, event management, fundraising and contributing to office activities as necessary. The position is very social, involving frequent contact with HDC members, legislators and their staff, coalitions, business leaders, other issue groups and community leaders.

Primary Responsibilities

The Suburban Outreach Director work closely with the Executive Director, board and HDC members to lead

- (1) development and implementation of consensus long-term outreach plans for suburban cities and King County government;
- (2) HDC's work to build relationships with organizations identified for outreach, engaging HDC members in the process;
- (3) development of integrated strategies, research, events and materials which support HDC's outreach and coalition-building;
- (4) generation of near-term HDC policy and issue positions and advocacy to move the HDC agenda forward;
- (5) expansion of HDC membership to strengthen and support the Future of the Field initiative.

The Suburban Outreach Director ensures that HDC remains a leading voice in the development of affordable housing policy. She/he monitors local, state and federal legislation, researches the impact of policy developments, educates the HDC membership on research findings through newsletter articles, alerts, briefings and individual communication, and helps members form HDC positions on critical issues.

The Suburban Outreach Director also manages the coordination of member communication to elected and public officials and educates HDC members on key public policy issues. This includes identifying key public officials and policy-making bodies and matching them with members, setting up and preparing for meetings with officials, attending conferences and hearings, and working with allied groups.

The Suburban Outreach Director creates and conducts programs to enhance outreach, such as housing forums, press conferences, member development events and networking opportunities.

Other Responsibilities

- Develop articles and materials for HDC newsletter and website
- Represent HDC at public meetings
- Maintain good relationships with HDC board, members and staff
- Maintain good relationships with other coalitions helping support HDC's work
- Write grants and fundraise for events and projects supporting outreach and alliance-building
- Contribute to office activities and administrative tasks as needed
- Other assignments as needed in support of HDC

Benchmarks and Evaluation

Performance will be evaluated by mutually established benchmarks following the HDC personnel annual evaluation schedule—with initial 3-month and 6-month evaluations for new employees.

Required Qualifications

- Strong commitment to increasing the supply of low and moderate income housing
- Relevant experience in public policy, coalition building and advocacy
- Strong writing ability, including correct grammar and spelling
- Excel at communicating effectively on the phone and in public speaking
- Like to work with people and in teams
- Independent and resourceful worker; able to take initiative, follow up and check accuracy
- Organized work style-- able to set and meet deadlines, track complex work items and schedules, and plan ahead
- Able to work on computer approximately 5-6 hours/day, fluctuating from much of day to none
- Able to work occasional early mornings or evenings to attend meetings and events
- Reliable and dependable
- Able to switch gears rapidly and to keep calm and focused amidst chaos
- Bachelor's degree
- Access to a car to attend meetings (mileage reimbursed)

Preferred Qualifications

- Familiarity with local, state and federal legislative processes
- Familiarity with Seattle region
- Familiarity with Seattle-area civic and nonprofit associations
- Familiarity with operations of nonprofit boards
- Experience with grant writing
- Extensive experience and knowledge of Microsoft Word, Excel, Access, Power Point, and Publisher
- Higher degree in public policy, public administration, government, planning or other related field
- Able to lift 20 pounds (occasional shifting of boxes or furniture).

Reports to: HDC Executive Director

Location: Downtown Seattle in HDC's office at 1402 Third Ave, Suite 709

Hours: 40 hours/week

Salary: \$52,000 to start

Benefits: Individual health plan. 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. 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.

This position description generally describes the principal functions of the position and the level of knowledge, skills and experience typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.