



**Job Description**  
**Suburban Outreach Director**  
**Full-time salaried position**  
*[www.housingconsortium.org](http://www.housingconsortium.org)*

The Housing Development Consortium (HDC) is the nationally recognized trade association in the Seattle and King County area for affordable housing developers; non-profit, for-profit, governmental and associated professional fields.

HDC's members exemplify the cutting edge of the industry and have collectively produced nearly 40,000 units of housing for homeless persons, low wage workers and first time homebuyers. HDC's goal is to increase the production of affordable housing through favorable public policy, increased resources, greater efficiencies and a broad alliance committed to affordable housing as key element in economic and environmental success.

**Primary Responsibilities**

The Suburban Outreach Director works closely with the Executive Director, the Board and HDC members to lead:

- (1) development and implementation of consensus long-term outreach plans for suburban King County cities, including working closely with other housing and homeless services advocates;
- (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 strategic goals.

The Suburban Outreach Director ensures that HDC remains a leading voice in the development of affordable housing policy in King County cities outside of Seattle. She/he monitors local and state 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 and advocate 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 monitoring key public officials and policy-making bodies, setting up and preparing for meetings with officials, attending conferences and hearings, providing testimonies, 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**

- Represent HDC at public meetings and coalition work groups
- Develop articles and materials for HDC newsletter and website
- Maintain good relationships with HDC board, members and staff
- Maintain good relationships with other coalitions helping support HDC's work
- 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 required
- Access to a car to attend meetings (mileage reimbursed)

### **Preferred Qualifications**

- Familiarity with local, state and federal legislative processes
- Familiarity with and residency in an Eastside or South King County city
- Familiarity with King County civic and nonprofit associations
- Familiarity with community-level advocacy, nonprofit board operations and municipal and county political processes
- Masters level degree or equivalent professional education
- 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. Possibility of alternate office space on Eastside and in South County

**Hours:** 40 hours/week

**Salary:** TBD; range of mid \$40ks to mid \$50ks

**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. 11 paid holidays and 1 personal day per year.

**To Apply:** Send resume and cover letter to [hdc@housingconsortium.org](mailto:hdc@housingconsortium.org) by July 15, 2009.

*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.*