



**HOUSING
DEVELOPMENT**
consortium

Open Position: Director of Government Relations and Policy

The Housing Development Consortium of Seattle-King County (HDC) is hiring a **Director of Government Relations and Policy** to play a pivotal role in leading HDC's county-wide advocacy and policy initiatives.

Are you energized to identify member priorities and provide strategic guidance to HDC's policy team in the development of a comprehensive policy and advocacy agenda? Are you prepared to oversee the implementation of HDC's Advocacy Agenda, engaging stakeholders as necessary.

Are you a visionary leader dedicated to advancing affordable housing policies, fostering collaboration, and engaging stakeholders across King County?

If your answer is 'Yes!', consider applying to join our team.

CORE RESPONSIBILITIES:

- Lead King County regionwide affordable housing work. Establish a strong and intentional presence in East, South, and North King County, in addition to work in Seattle
- Ensure strategic advocacy development - overseeing the translation of diverse needs of HDC member organizations into a cohesive Advocacy Agenda with defined priorities, implementation tactics, and measurable metrics
- Supervise and support Policy/Advocacy staff and ensure that policy and advocacy positions are led with a racial equity and social justice lens
- Research and communicate relevant King County housing issues and work with HDC communications staff to create and publish reports, advocacy materials, calls to action, and other communication tools to promote HDC's Advocacy Agenda
- Ensure Member Engagement and Mobilization, activating members to advocate for increased production and preservation of affordable housing in King County through favorable public policy and resource allocation
- Directly engage with elected and public officials to inform and inspire action aligned with HDC's annual Advocacy Agenda
- Collaborate with community-based organizations and residents to advocate for equitable affordable housing solutions
- Foster successful strategic relationships with HDC members, community partners, and other agencies in diverse sectors such as faith, environmental, health, education, and transportation
- Monitor the policy department budget and adjust discretionary spending accordingly
- Engage and partner in HDC's resource development work

DESIRED COMPETENCIES:

- Minimum of a Bachelor's degree, or 4 years progressive responsibility in government affairs, policy, campaigns, strategic communications, community organizing, coalition management, or affordable housing advocacy
- Team Management Experience
- Politically savvy, can navigate complex political and policy issues in both community-based and government settings
- Expert facilitator: can bring together a diverse group of stakeholders and host policy and process discussions focused on relationship building, shared values and policy goals
- Able to distill complex policy and positions into accessible language, experience in strategic messaging development, ideally in a public sector or political environment
- Strong commitment to increasing the supply of affordable housing in King County
- Competency in Microsoft Office programs including, Word and Excel
- Strong public speaking and writing skills
- Be flexible and responsive in a fast-paced and changing environment
- Self-motivated and able to work flexible hours that may include some evenings or weekends
- Authentic respect for the official mission of HDC and for the diverse clients, communities, volunteers, donors, and staff who engage in it
- Consistently able to demonstrate the values and principles of HDC

EMPLOYMENT DETAILS:

- Full-time, Exempt (40 hours per week)
- Hybrid work schedule: Mix of work-from-home and in-office, plus assistance at events across King County.
- Salary range: \$88,000 - \$92,000 annually, depending upon experience and qualifications.

EMPLOYEE BENEFITS:

- 100% comprehensive health, dental, and vision insurance.
- Life and short- & long-term disability insurance.
- 13 paid holidays and 1 personal paid day off.
- Paid Time-Off (PTO): 3 weeks annually for the first 3 years and increasing after that up to 5 weeks annually at year 7.
- Prepaid ORCA card.
- 401k Plan with 3% employer contribution (effective following first year of employment).
- Flexible work schedule in a hybrid work environment.
- Laptop computer and other equipment provided for remote work, as well as a contribution toward reimbursement of internet/phone upgrade expenses.

APPLICATION PROCESS & DEADLINE: Please submit a cover letter and current resume for consideration to hr@housingconsortium.org. This posting is open until filled, with priority consideration given to candidates who apply by Tuesday, January 30, 2024.

The Housing Development Consortium of Seattle-King County is an equal opportunity employer. In carrying out its activities—including membership, hiring, and program services—HDC is committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and people of color, LGBTQI+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.