

**Housing and Community Development Network of New Jersey**  
**Director of Policy and Advocacy**  
**Job Description**

The Housing and Community Development Network of New Jersey (“the Network”) is a 30 year old membership-based, statewide association of 125 non-profit community development organizations and more than 125 associate members. The Network mobilizes and supports our members to enhance their ability to create affordable homes and revitalize their communities through capacity building, resource development, and public policy advocacy. Reporting to the President & CEO, and working closely with the Vice President & COO, the Senior Policy Advisor (SPA) and other staff, the Director of Policy and Advocacy will lead the organization’s policy, advocacy and community engagement efforts.

**Responsibilities:**

- Work with the leadership team of the CEO, COO and SPA to mobilize Network members in support of the Network’s public policy agenda, in particular through the further development, enhancement and strengthening of the Network’s “Advocacy-Teams” (A-Teams) and similar local networks
- Develop and implement the Network’s plan to engage in electoral issue advocacy and voter education to raise the visibility of and mobilize voters around housing and community development policies
- Nurture relationships with legislators and other policymakers, identifying opportunities for Network members and staff to further our policy goals. Facilitate the setup and conduct of such meetings as needed; testify at hearings and produce high quality written work in support of our positions, as needed, for other members of the organizational leadership.
- Establish and mentor an A-Team Leadership Committee made up of chairs of A-Teams, helping them to develop and carry out goals, define capacity building needs, etc. Once A-Teams are well established, this leadership group should be encouraged and mentored to build new and/or link to existing regional advocacy networks, and other issue engagement.
- Plan and coordinate delivery of appropriate training/education program on the need for advocacy for Network staff, members, and community members, including design and production of training materials
- Work with SPA to organize the Network’s statewide advocacy and organizing events, including our annual legislative day, affordable housing month, etc., as well as provide support to A-Teams and citywide housing/community development networks/associations that are organizing local and regional events
- Work with SPA to monitor and mobilize the Network’s constituency around federal legislation as needed and appropriate
- Liaison with other statewide and regional associations and advocacy efforts to update them on the Network’s policy issues, as well as to bring information on their efforts to Network staff, Executive Board and A-Teams
- Organize and lead regular policy committee meetings and coordinate follow-up.

- Support and attend other organizational events.
- Coordinate other special projects as needed.

**Qualifications:**

- Bachelor's degree required; Master's degree in urban planning, public policy or related field preferred.
- At least 5 years experience in public policy advocacy or policy development; familiarity with housing and community development preferred.
- Voter engagement and issue based electoral experience, including reporting for 501(c)4 activity. Candidate evaluation, field work and demonstrated fundraising success for at least two years preferred.
- Detailed knowledge of federal and state legislative process required, with a strong preference for experience with New Jersey's elected officials
- Exceptional analytical, writing, and public speaking skills and attention to detail; demonstrated capacity to prioritize among and manage multiple projects at once
- Ability to interact comfortably with diverse audiences, including legislators, the press, and community representatives.
- Must have car, valid driver's license and insurance, and be able to travel within NJ, with occasional trips to DC. Scheduling flexibility is required, as weekend and evening commitments are sometimes necessary.

The Network offers a competitive salary, excellent benefits package and a friendly, supportive work environment. Women and people of color are encouraged to apply. Please submit resume and cover letter to: Sharon Barker, Vice President and COO, [sbarker@hcdnnj.org](mailto:sbarker@hcdnnj.org), Housing and Community Development Network of New Jersey, 145 West Hanover Street, Trenton, New Jersey 08618.