

# ANHD IS HIRING!

## Position Opening: Director of Policy and Research

The Association for Neighborhood & Housing Development (ANHD) is one of NYC's leading policy advocacy organizations on housing and economic development. We are a member association of 80+ neighborhood-based affordable housing and community development groups. Join us and together we will **Build. Community. Power.**

ANHD's values are the foundation of the work that we do, and we are deeply committed to the importance of movement-building in pursuit of the justice, equity and opportunity that Black, Indigenous, People of Color, and marginalized communities deserve.

This is an excellent opportunity to lead policy and research work that will place you at the center of NYC's innovative housing and economic justice efforts. The Director of Policy & Research will oversee ANHD's research, data, and policy work across our issue areas and campaigns, which include affordable housing, equitable economic development, responsible banking, and land use justice. This position will report directly to the Executive Director and will closely with ANHD's department directors, and policy staff team



Association for  
Neighborhood  
& Housing  
Development

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## Position Opening:

# Director of Policy and Research

### PRIMARY RESPONSIBILITIES:

- Oversee ANHD's Policy & Research:
  - Lead the development of sound, creative and impactful data analysis, research, and policy solutions that strategically advance ANHD's goals and priorities in close coordination with ANHD organizers, member organizations, and coalition partners
  - Develop and analyze legislative and policy proposals relevant to ANHD's goals and priorities. Draft legislation in collaboration with legal partners and government legislative staff.
  - Oversee and design and/or direct quantitative/qualitative/mixed-methods data analysis projects based on policy needs and as part of campaign or coalition strategy. Ensure data analysis integrity and accuracy across ANHD data projects.
  - Produce and/or edit persuasive strategic blogs, reports, and advocacy materials that translate findings of research and analysis and are accessible to diverse audiences.
- Represent ANHD and Advance our Work
  - Attend and speak at hearings, panels, forums, etc. and participate in local and national coalitions or task forces on behalf of ANHD.
  - Build and maintain strong, collaborative relationships with a wide variety of stakeholders, including member organizations, partner organizations, city, state, and federal electeds, agency / administrative officials, and leading experts.
  - Engage in lobbying with city, state, and federal officials to advance ANHD's agenda
  - Interact with the press and media on behalf of ANHD work and issue areas.
- Contribute to ANHD's Organizational Management and Development
  - Work with the Executive Director and senior management to ensure collaboration and alignment across ANHD's work areas and departments.
  - Supervise policy and research staff (3-4 people).
  - Support the Development team with fundraising for ANHD's policy work.
  - Monitor and review program budgets for policy and research projects.
  - Support the development and implementation of systems and structures to generate a stronger work environment and impact.

### QUALIFICATIONS:

- A minimum of 5-8 years of professional experience in policy related to affordable housing, economic development, or community development.
- At least 2 years of experience in a supervisory role.
- Master's degree or higher in a related field or equivalent professional experience.
- Excellent strategic thinking skills, including the ability to develop and advance long-term goals, while being responsive to new developments and crises.
- Strong written and verbal communication skills and excellent attention to detail.
- Familiarity working with large data sets, and synthesizing analysis into accessible data visualizations. Experience with statistical analysis packages is preferred but not required.
- Familiarity with NYC & NYS legislative and regulatory process and policymaking.
- Ability to develop and maintain strong relationships with a variety of stakeholders, including tenant leaders, community organizers, policy experts, elected officials, etc.



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- A passion and commitment to NYC neighborhoods, non-profit community-based organizations, and movement-based work as methods of building power.
- Commitment to racial equity, and comfort applying a racial equity lens to policy and advocacy work as well as to interpersonal professional interactions and relationships.

#### **BENEFITS AND COMPENSATION:**

All full-time employees are eligible for our competitive compensation and benefits package. We also work to ensure an inclusive work environment committed to diversity & dignity, work/life balance, professional development opportunities, and a culture that values our staff team, our members, partners, and broader community. As a team, we have a deep commitment to the work, a community of collaboration, and a spirit that values laughter and joy.

ANHD is an equal opportunity employer, and actively works to bring the same commitment to racial and economic justice we fight for in our communities to our staffing practices. We encourage and welcome a diverse audience to apply.

- Salary dependent on experience. The range for this position is \$85,000- \$100,000
- Medical and Dental Benefits: ANHD offers healthcare coverage for the individual, spouse/domestic partner and/or family.
- Financial Security: ANHD provides its staff members with basic life, accidental death and dismemberment, short-term disability and long-term disability insurance.
- Retirement Plans: We offer a 403(b) plan to our staff members.
- Paid Time Off including Vacation, Holidays, Bereavement Leave, Jury Duty, Military Leave, Personal Time, Sick Leave, Parental Leave, and Family/Medical Leave.
- Pre-tax medical and dependent care Flexible Spending Accounts (FSA)
- Additional Benefits: Pre-tax transit pass benefits. Access and encouragement to attend ANHD's catalog of trainings. Staff team outings, team building events, and happy hours.

This position is temporarily remote due to COVID-19. At the conclusion of ANHD's work from home status, employees will need to present to work in ANHD's NYC office, timing TBD.

ANHD has adopted a COVID-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, all ANHD employees are required to be fully vaccinated against COVID-19. ANHD will consider requests for reasonable accommodations from our vaccine requirement due to disability, pregnancy, childbirth, religious beliefs or observances, or other accommodations as required by law.

#### **TO APPLY:**

Please submit your application with resume, cover letter, and writing sample online [HERE](#).

Applicants will be accepted and reviewed on a rolling basis. Only applicants selected for interviews will receive a response. No calls or emails please.