

POSITION AVAILABLE

Mid/Senior Policy Associate - Development & Preservation

About Us:

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. 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. Join us and together we will **Build Community Power**.

The Position:

ANHD is seeking a **Housing & Development Associate** to support ANHD's policy and analysis in the areas of affordable housing and economic development.

Are you interested in the policies that shape NY's affordable housing development and preservation landscape? Do you want to work on shaping the finances, incentives, reg agreements, and marketing for NY's housing and economic development? Are you interested in working on the policy side of development?

ANHD's Housing & Development Associate position is an exciting opportunity that will place you at the center of NYC's fast-moving community development sector. Join us to help shape and influence some of NYC and NY State's policies, regulations, and programs on affordable housing development, preservation, and economic development.

Salary Range: Mid to Senior Level -- \$60,000 to \$80,000 / \$70,000 to \$90,000. Compensation depending on experience.

RESPONSIBILITIES:

The selected candidate will join ANHD's Policy team and will work closely with members of the Organizing/Advocacy and Capacity Building teams. The position's responsibilities will include, but are not limited to:

- Have primary responsibility for the research, analysis, and drafting of ANHD's affordable housing production and preservation efforts.
 - Research, analyze, and write on NY's affordable housing development and/or preservation programs.
 - Provide policy expertise on affordable housing finance, underwriting, development, preservation, management, and/or economic development efforts and proposals.
 - Work to ensure that city- and state- sponsored housing programs ensure deep-, and permanent-affordability, and institute policies to better meet the needs of low-income communities.
 - Monitor city, state, and federal programs, legislation and regulations on housing production and finance.
 - Provide underwriting analysis on current City and State programs.
 - Attend and speak on behalf of ANHD and our member organizations at relevant stakeholder and or government, roundtables, taskforces, hearings, etc. as needed.
 - Work with ANHD's communications staff to synthesize policy and program ideas into materials and visualizations for diverse audiences, including member groups, elected officials, policymakers/experts, and other issue stakeholders.
 - Convene external facing panels and conversations of relevant Community Development sector people, including for ANHD's annual conference event.
- ANHD's efforts to build the capacity of the community development sector, including:
 - Maintain relationships with and understand needs and opportunities of ANHD's constituency of neighborhood-based, not-for-profit affordable housing developers, located throughout the five boroughs.
 - Support ANHD's ongoing Community Development Corporation Advocacy Committee to identify and pursue improvements and develop proposals in collaboration with ANHD organizing staff.
 - Collaborate with Capacity Building staff to support ANHD's Community Development Fellowship Program, Affordable Housing Institute trainings, and Sustainability programming for nonprofit developers.

QUALIFICATION REQUIREMENTS:

A strong working knowledge of affordable housing finance and underwriting.

A minimum of three years of professional experience in policy, advocacy, finance, or government role related to affordable housing and/ or community development finance, underwriting, asset management or preservation.

A strong understanding of and interest in, City, State, and Federal housing development, preservation, and /or asset management issues.

Comfort liaising with government stakeholders, elected officials, and policy advocates.

Familiarity with and interest in equitable economic development issues will be considered but is not required.

Commitment to New York City's neighborhoods, and respect for not-for-profit community development corporations, community organizing, and grassroots organizations.

Comfort working directly with community organizations and/or community-based campaigns.

Experience writing in a variety of formats, ranging from contributing to major policy reports to short blog posts.

Strong analytical skills, communications skills, and strategic thinking are required.

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.

LOCATION REQUIREMENTS: This position is Hybrid. Applicants will need to work from ANHD's office in Lower Manhattan at least two days a week.

Please note that 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 for COVID-19. ANHD will consider requests for reasonable accommodations from the vaccine requirement for employees who request them because of disability, pregnancy, childbirth, religious beliefs or observances, or other accommodations as required by law.

BENEFITS OF WORKING AT ANHD:

As a full-time ANHD employee, you will enjoy our comprehensive benefits package. This includes Medical and Dental Benefits, 403(b) plan and Financial Security, Retirement Plans, Paid Time Off and other Benefits as listed [here](#). It also includes annual staff professional development support, attendance at ANHD member events, and office-wide wellness and team building activities, dependent on funding availability.

At ANHD, 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, members, and broader community. We have a deep commitment to the work, a community of collaboration, and spaces that value 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. People of color, immigrants, LGBTQIA+ individuals, women, gender non-conforming individuals, the justice involved, and others who may contribute to a rich diversity of perspectives and ideas are especially encouraged to apply.

To APPLY:

- Please use [this link](#) to complete the following:
 - Application Questionnaire
 - Upload a resume and cover letter
 - Submit a sample of work product
- As part of the process, applicants may be asked to complete a policy review and analysis simulation.
- Only applicants selected for interviews will receive a response. **No calls, please.**