

## Senior Director, Government & Community Partnerships



### **Position Description:**

Reporting to the Chief Strategy Officer (CSO) & Executive Vice President (EVP), the Sr. Dir Government & Community Partnerships is responsible for leading the organization's commitment to advance housing justice through advocacy and, to engage diverse communities of support in service of Habitat's mission. The Sr. Director oversees the regional organization's political, community, and legislative strategies. Responsibilities include the creation and management of a holistic grassroots advocacy program; expansion of key organizational initiatives including the Habitat Young Professionals (HYP), Women Build, and the Beloved Community (inspired by Reverend Martin Luther King's vision); as well as, expanding and deepening engagement with community leaders and organizations across the geographic service area (NYC and communities across Westchester County, NY).

As a key member of a cross divisional leadership team, the Sr. Director, GCP is an active participant in key strategic decisions affecting the organization. The position plays a leadership role in expanding current and forging new relationships to build visibility, impact, and financial resources for the regional entity (Habitat for Humanity NYC and Westchester) and, across the unique geographies. A key focus will be to expand partnerships for the recent growth of the organization's presence and programmatic activity in strategic communities across Westchester County, NY

### **Responsibilities include:**

- Cultivate and steward a portfolio of highly engaged supporters and community-based organizations to support Habitat NYC and Westchester's ambitious organizational goals.
- Lead advocacy and lobbying activities on behalf of the organization engaging elected officials at the Municipal, State, and Federal levels; represent the organization on affordable housing and related coalitions; oversee implementation and organization of lobby days, advocacy campaigns, and special events related to advocacy policy priorities
- Align community outreach and advocacy strategies with organizational strategic priorities. Ensure proper resource mobilization and allocation to ensure the organization achieves its goals.
- Supervise the hiring and development of the department's staff; establish individual and departmental goals; monitor staffing and scheduling needs; effectively coach, counsel and monitor the performance standards of each staff member and maintain a culture promoting cooperative, productive behavior.

- Collaborate with the Marketing and Communications team to develop advocacy and outreach collateral for community and advocacy events and campaigns.
- Support the involvement of the CEO and other members of the leadership team in relationship building and management.
- Represent Habitat NYC and Westchester through public speaking, testimonies in public hearings, and media opportunities
- Provide and present political and landscape analysis for initiatives/programs and progress towards goals to senior leaders and staff.
- Maintain a solid understanding of Habitat NYC and Westchester's mission, strategies, culture, values, history, programs and initiatives, and stay abreast of policy trends.

**Qualifications:**

- Master's degree preferred or equivalent experience in public policy, city planning, housing development, non-profit management, public relations, or related field.
- Demonstrated track record of policy, legislative, campaign/community organizing, and/or advocacy experience, with experience in envisioning and creating action plans to achieve desired policy outcomes
- Previous experience and track record of results managing external affairs/communications work in a policy or housing setting
- Excellent communications skills, both written and oral; skilled at persuasive communications, with the ability to engage, influence and inspire long-term organizational engagement.
- Proven ability to build relationships across lines of difference, influence, motivate and inspire others on behalf of a mission and organization and move others to action
- Flexible and adaptable management style and ability to manage and lead high performing teams, especially experience managing cross-divisionally
- Ability to work both independently without close oversight, but in concert with a close cohort of colleagues at varying levels of seniority both inside and outside of the organization.
- Strong organizational and time management skills with exceptional attention to detail.
- Accomplished and proven staff supervisor with an inclusive management style; able to attract, lead, and develop staff members.
- be a creative and resourceful problem solver; able to balance tension between partner expectations and organizational capabilities, strategies and results.

- Demonstrated ability and desire to think strategically and execute efficiently and effectively.

**Skills required:**

- **Compassion and Cultural Competency** - Empathy for, understanding of, and respect for families facing housing challenges from diverse communities and backgrounds. Personal experience with housing insecurity and historically disinvested communities encouraged to apply. Multi-lingual preferred.
- **Mission-driven Motivation** - Deep commitment to the mission and vision of Habitat NYC and passion for housing justice, improving families' lives, and ending the region's housing crisis.
- **Political savvy and keen interest in/understanding of housing policy**, the affordable housing movement broadly, and the politics of the housing landscape both locally and nationally
- **Technology Proficient** - Advanced computer skills and expertise in Microsoft Office (Word; Excel; Power Point; Outlook, Teams). Experience with online advocacy platforms and state/local lobby reporting a plus.
- **Relationship Management** - Strong networking and relationship management skills, with a history of growing relationships from transactional to mutually beneficial
- **Time Management** - Efficient time management skills, ability to meet deadlines and prioritize multiple priorities. Ability to parse large projects into small achievable goals.
- **Research and Reporting** - Strong research skills—ability to identify and research policy issues and provide accurate briefs of complex issues.
- **Communication:** Exceptional written, oral, interpersonal and presentation skills—experience writing persuasive and inspiring proposals and reports. Ability to evaluate partnership impact and success. Ability to craft strong, persuasive promotional materials, decks, one-page documents, etc. as well as effectively interface with staff, community leaders and senior level executives.

**COVID-19 VACCINATION**

All newly hired employees of Habitat NYC and Westchester must have their final dose of an FDA-authorized or WHO-listed COVID-19 vaccine, and provide proof of such in order to begin employment, unless a reasonable accommodation on the following limited bases is granted. Habitat NYC and Westchester will consider accommodation requests from individuals who are unable to receive a COVID-19 vaccination due to either an underlying medical condition or sincerely held religious beliefs on a case-by-case basis in accordance with our policies as well as federal, state, and local laws. Supporting documentation may be requested.

**Location, Hours:**

This position is a hybrid combination of in-person and work-from-home work style, embraced by the organization in order to build and maintain strong relationships across the organization and with partner organizations, homeowners, tenants and tenant groups.

**Administrative Offices:**

111 John St. Suite 770, New York, NY 10038 and 55 S. Broadway, Tarrytown, NY 10591

Ability and willingness to travel – build sites across NYC and Westchester County;  
ReStores – Queens, NY and Yonkers, NY from time to time and as required;  
Monday – Friday 9am – 5pm, evenings and weekends as required

**Compensation:** \$85,000-\$95,000

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Careers at Habitat for Humanity New York City are challenging, rewarding and fulfilling. If you are interested in bringing your passion for the mission of Habitat for Humanity to the organization, please apply by sending a resume and cover letter outlining your qualifications to **Matthew Dunbar** at [\*\*humanresources@habitatnyc.org\*\*](mailto:humanresources@habitatnyc.org).

Habitat for Humanity New York City and Westchester County is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, gender, age, physical handicap, veteran or marital status.