

Supportive Housing Network of New York

Policy Analyst

About the Supportive Housing Network of New York

The Supportive Housing Network of New York represents more than 200 nonprofit organizations that have created over 50,000 units of supportive housing across New York State. An additional 35,000 units are slated for the next fifteen years: 15,000 from a New York City commitment and 20,000 from the State. The Network uses advocacy, public education, training, technical assistance, research and policy analysis to increase the public's understanding of supportive housing – affordable housing with voluntary services for formerly homeless people with disabilities and special needs. The Network shares best practices that continually improve the model's effectiveness and, most importantly, encourages the creation of enough supportive housing to end homelessness among the most vulnerable New Yorkers.

Job Description

As a member of the Network's larger policy team, the primary role of the policy analyst is to oversee the progress of supportive housing development in New York City. This person tackles issues that could affect the model or the industry's ability to develop quality supportive housing. The policy analyst will focus on City budget and policy, advocacy, research and member support, especially as it relates to supportive housing development. The analyst will also be responsible for monitoring legislative, regulatory and programmatic issues that may impact supportive housing development and its contracts. The analyst will provide assistance to individual projects as well as the industry at large to mitigate development issues.

The position calls for someone passionate about housing and homelessness issues. This person should be able to work with nonprofit members, government, NYC communities and elected officials to increase the development and availability of supportive housing apartments – the proven solution to ending homelessness for the most vulnerable in our communities.

The policy analyst position is full-time and will report to the Director of Policy and Planning. The analyst will work out of the NYC office, with frequent travel throughout NYC and occasional travel to Albany.

Responsibilities Include:

- Managing the NYC development pipeline by meeting with government funders and developers to track when residences go into the pipeline and how they progress. The analyst will be responsible for keeping the NYC pipeline projects up-to-date in the Network database and will provide regular pipeline reports to support advocacy efforts and community relations work.
- Ensuring excellent data quality in the Network's database by conducting systematic reviews of project data for existing supportive housing residences.
- Representing the Network as needed on industry task forces, working groups and campaigns.

- Generating conversation on topical development issues, writing policy briefs, reports, etc.
- Supporting the Network's capacity building initiative to help meet the target of 35,000 units over the next fifteen years.
- Liaising with members' development teams to troubleshoot projects and address emerging issues.
- Assisting with the planning and implementation of development related workshops and programs for the Network's membership.
- Tracking proposed legislation, regulations, etc. that could affect supportive housing development, drafting testimony and/or engaging in other advocacy efforts.
- Managing an intern 3 days per week during the academic year
- Coordinating the annual Epstein Fellowship, a summer legal/policy fellowship co-located at the Network and law firm Hirschen, Singer & Epstein.
- Alongside Network staff, providing hands-on assistance with the planning and implementation of the Network's annual events: the Gala (400+ attendees), the Conference (1,500+ attendees), the Annual Meeting (200+ attendees), and Lobby Day in Albany (100+ attendees).

Qualifications Include:

- Demonstrated commitment to issues of homelessness and/or low-income housing
- Knowledge of local, state, and federal government budget and legislative processes
- Familiarity with real estate/community development/supportive housing finance
- Must be detail-oriented and possess strong research, writing and analytical skills
- Experience managing quantitative data
- Capable of facilitating meetings with a wide range of stakeholders, including housing and social service providers, government agency staff and elected officials
- Ability to work as part of a team as well as execute projects independently
- Microsoft Office (Excel, Word, Power Point, Access)
- Master's Degree in a relevant field (public policy, finance, public administration) or equivalent experience (5+ years)

How to Apply:

To apply, send resume, cover letter, writing sample (500 words or less) and references to jobs@shnny.org. Please include "Policy Analyst" in the subject line of your email. No phone calls, please.

Salary and title are commensurate with experience. The Network is an equal opportunity employer.