



Advocacy Director, People & Places Collaborative

Applications requested by May 31, 2023, or until the position is filled.

About the People & Places Collaborative

The Collaborative's goal is to make the systems that support this country's community development field more equitable. The Collaborative works to raise the visibility of community-based development organizations (CBDOs) and the essential role they play in low-income communities and communities of color – and to strengthen the infrastructure supporting these place-based nonprofits. CBDOs develop real estate, infrastructure, housing, and community facilities as they advance residents' vision for their communities. They create jobs and career pathways for individuals and families the economy would otherwise leave behind. There are approximately 5,700 such organizations in the United States. The Collaborative centers on the idea of growing local mission-based development capacity in African American, Latino, Asian American, Pacific Islander and Indigenous communities.

The People & Places Collaborative includes the National Alliance of Community Economic Development Associations (NACEDA), the National Association for Latino Community Asset Builders (NALCAB), and the National Coalition for Asian Pacific American Community Development (National CAPACD).

Position Summary

The primary role of the People & Places Collaborative's Advocacy Director is to lead and coordinate the advocacy and education activities of the People & Places Collaborative. The Advocacy Director will advance the perspectives of the Collaborative among federal agencies, including HUD, Treasury, USDA, the White House and Community Reinvestment Act regulators, as well as among Members of Congress and their staff. The role will help coordinate shared advocacy activities among Collaborative members' staff as well local-member organizations. Among the Collaborative's central policy issues are community economic development, affordable housing, small business support, and banking regulation as it relates to the Community Reinvestment Act.

The People & Places Collaborative's Advocacy Director will also facilitate decision-making and priority-setting activities of the Collaborative, including facilitating an annual shared advocacy agenda and implementation plan for the organizations in the collaborative.. The Advocacy

Director will play a resource and support role to all Collaborative members on priority policy issues.

This position is new for the Collaborative. The Advocacy Director is primarily accountable to the People & Places Collaborative's leadership, spending approximately 75% of their time in service to the Collaborative's goals. They will spend the remaining 25% of their time and resources supporting other policy-related needs for NACEDA. This position is a primarily grant funded with resources secured through the end of 2025. The role will be housed within NACEDA, subject to the same benefits and employment rules as other NACEDA staff.

Primary duties and responsibilities:

Public Policy

- Direct the Collaborative's engagement in public comment periods, sign-on letters and other advocacy activities, including creating toolkits and sample letters.
- Track and respond to regulatory and other public commenting opportunities and legislation on behalf of the Collaborative.
- Negotiate, coordinate, write, and get final approval on written Collaborative statements and other communications.
- Act informally on policy issues of concern to the Collaborative, including written and oral communications with Hill and regulatory staff.
- Engage with partner organizations outside the Collaborative, for example by attending coalition meetings.
- Organize and oversee Collaborative's in-person or virtual meetings with Federal officials.
- Oversee and manage the work of the Collaborative to ensure maximum effectiveness.

Collaborative Management

- Lead the development of an annual People & Places Collaborative Advocacy Agenda
- Manage agendas, meetings, priorities, and membership of the Collaborative's Steering Committee.
- Regularly engage Collaborative leadership on the progress toward priorities.
- Assist Collaborative leadership with the engagement of our networks.
- Support the Collaborative's fundraising efforts, especially as relates to the resource needs for convening and other expenses.
- Support the planning and implementation of shared advocacy events and meetings, both virtual and in person.
- Support Collaborative partners' program and communications staff in developing communications that align with advocacy strategies.

Other duties as assigned.

Skill set sought

The ideal People & Places Advocacy Manager will have:

- Policy experience, including analyzing and responding to regulatory and legislative policy proposals.
- Policy knowledge within one or more of the following: community economic development, affordable housing, small business, social justice, and banking regulation.
- Experience building, maintaining, and motivating diverse institutions to work complementary and in concert, and have a deep understanding of how networks and coalitions can be most effectively utilized to obtain positive policy outcomes.
- A demonstrated ability to develop collaborative strategy and implementation plans.
- Leadership experience, including strong interpersonal skills, the ability to be empathetic and flexible, and write and communicate clearly among diverse audiences.
- Strategic thinking skills and the ability to pivot quickly to emerging opportunities and priorities in a dynamic policy environment are other attributes we welcome.
- The ability to think entrepreneurially to advance a Collaborative with tremendous potential, but limited experience focusing on joint-advocacy efforts.

Other desired skills:

- Fast learner who can quickly ascertain key components of policy issues and communicate them effectively.
- Experience in educating and engaging stakeholders on public policy.
- Self-motivated, with the ability to manage multiple demands and interests.
- Proficient in Microsoft Office software (Word, Excel, PowerPoint, SharePoint).
- Excellent interpersonal skills and ability to network effectively. Collegial attitude and ability to work well with a team.
- Entrepreneurial and creative spirit and interest in organizational development and leadership.
- Experience presenting complex policy issues to diverse audiences;
- Knowledge of issues impacting low-income communities.
- Sense of humor and a positive attitude.

Required Education and Experience Level

- Demonstrated federal level experience in policy advocacy and working with elected officials and government administrators;

- JD or Master's degree in urban planning, public policy, public administration, related field or equivalent experience.

Physical Requirements

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 5-7 times per year.
- Though not required, the ideal candidate will be physically located within driving distance of Washington, DC. NACEDA staff primarily works virtually, with occasional in-person staff collaboration.

Compensation:

Salary range of \$90,000 – \$105,000, commensurate with experience. This position is exempt from overtime wages.

Benefits:

- Paid vacation and sick leave
- 11 holidays and three personal days
- 403b plan with employer match
- Employer-subsidized health, vision and dental insurance
- Commuter benefit program for employees

To apply:

Please email a resume and cover letter to jobs@naceda.org, with “People & Places Collaborative” in the subject line. Questions can be directed to this email as well. Applications are requested by May 31, 2023, or until the position is filled.

The People & Places Collaborative values diversity, inclusion, and cultural competence as vital guiding principles. We encourage applications from candidates who are black, indigenous, and people of color; members of the LGBTQ community; persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Studies show that women and minority candidates are less likely to apply to jobs if they do not meet 100% of the qualifications listed. All candidates who believe they have the experience and capabilities to complete the specific duties described above are encouraged to apply. NACEDA is an equal opportunity employer.