



GROUND ED SOLUTIONS NETWORK

strong communities
from the ground up

Title: State and Local Policy Manager	Reports to: Director of State and Local Policy
Department: State and Local Policy	Status: Full-time, Exempt

Who we are:

[Grounded Solutions Network](#) is a national nonprofit formed by the merger of the National Community Land Trust Network and Cornerstone Partnership. We are dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive. We promote homes that remain affordable for generations and enable our communities to be stable and strong, for good.

At Grounded Solutions Network, we know what policies and strategies work, and we help communities use them. We work nationally, supporting nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need.

Housing and zoning policies have historically disadvantaged low-income communities and communities of color. Through our work, we seek to reverse these patterns of inequity and promote communities that are accessible to all. As advisors to policy-makers, Grounded Solutions Network is committed to building a racially and culturally diverse team. We believe well-managed diverse teams produce better results and encourage candidates from all backgrounds to apply.

About the Position:

Increasingly, local policy makers are heeding the urgent voices of constituents who come with tales about how rising housing prices are tearing apart their families and communities. However, identifying the most effective solutions can be time consuming and translating best practice models into detailed ordinances or locally tailored policies can be technically challenging. We offer pragmatic technical assistance to policy makers so that they are armed with well-researched, implementable recommendations. We also support our members, advocates, and community groups to push for inclusive housing policies in their communities.

The State and Local Policy Manager will be responsible for leading housing policy technical assistance engagements to local governments. They will have the responsibility and authority to ensure that these engagements adhere to timeline and budget constraints and result in useful, high quality deliverables (e.g. reports, presentations, case studies, memos). The position is also responsible for development of stand-

alone resources, such as case studies and toolkits, as well as the design and delivery of trainings and presentations on affordable housing and related topics.

As a member of the leadership team, the Manager will play a key role in creating and sustaining a positive organizational culture and influence others to have positive impact. They will actively participate in or lead team and employee meetings, retreats, or initiatives, help create opportunities to improve efficiencies, and encourage creativity, innovation, collaboration, and problem solving throughout the organization.

We currently have 17 staff located in 11 states and four time zones, five of whom work from our Oakland office. The ability to collaborate remotely with program staff is critical for success in this position.

Key Responsibilities:

1. Manage Technical Assistance Engagements

Grounded Solutions works with local policy makers across the country to design and implement housing policies that promote lasting affordability and prevent displacement. Technical assistance engagements may be broad, such as guiding a strategic planning process and writing a five-year affordable housing plan, or they may be specific, such as drafting the details of a locally tailored inclusionary housing policy. The Manager will lead 2-4 place-based technical assistance engagements annually with minimal supervision. Playing a lead role in technical assistance engagements requires a deep knowledge of housing and land use policies, the ability to research and distill new information, excellent written and spoken communication skills, and a structured approach to project management. The manager will lead projects from inception to completion, including writing proposals, formalizing contracts, nurturing client relationships, conducting research, facilitating meetings, and completing all deliverables to top quality standards, on time, within budget. The position will also oversee staff and external consultants on specific projects.

2. Contribute to Thought Leadership, Training & Tools

Mission driven organizations are often so focused on "doing the work" that we forget to write about what we have learned, effectively disseminate resources we create, or offer lessons to the field from our place-based experiences. The Manager will lead efforts to grow our reputation and build sector knowledge by:

- Presenting at national conferences and convening's, including writing proposals for conference sessions and serving as a representative of Grounded Solutions at important networking events.
- Designing, coordinating and delivering webinars and in-person trainings. Broadly, trainings focus on housing and land-use policies that is used to build and protect inclusive communities (communities where people of all income levels have a place to live and thrive.) Specific topics include inclusionary housing, community land trusts, affordable housing preservation, and other strategies to support permanent affordability.
- Producing articles and blogs on topics in inclusionary housing, lasting affordability, and equitable development. Engaging in the national dialogue by following and participating in online conversations.

3. Contribute to Leadership

Grounded Solutions is a young organization, still engaged in the process of refining how our work can have the maximum impact. We are introspective, collaborative, analytical and ambitious. The Manager will join us in evaluating how our daily work leads to more homes with lasting affordability. They will provide vision and expertise to: help define short-term and long-term priorities, respond opportunistically to the changing policy landscape, and facilitate collaboration and knowledge sharing across teams in the organization.

Qualifications for Entry into this Position:

The ideal candidate will have a Master's Degree in Urban Planning, Public Policy or related field and 6+ years relevant work experience in urban planning or affordable housing. They will have at least four years of experience as a project manager responsible for timeline, deliverables, and budgets of fast-moving projects with limited supervision. This position is best suited to a person with excellent organizational and time management skills who also enjoys writing, public speaking and presenting. Experience teaching is a plus. At least one year of experience designing or implementing an inclusionary housing policy would be preferred.

- Excellent project management and people management skills.
- Highly organized, structured and detail-oriented. Able to self-manage with minimal supervision.
- Demonstrated expertise in affordable housing, land use, and community development issues.
- Experience evaluating, designing or implementing inclusionary housing policies, density bonus policies, or impact fee programs preferred.
- Housing development experience in the nonprofit or private sector a plus.
- Ability to lead research and policy analysis projects efficiently by navigating between online resources, academic literature, legislation and program rules, and anecdotal or qualitative information.
- Exceptional skills presenting, teaching and training for a variety of audiences.
- Proficiency in MS Office suite of applications.
- Tech-friendly.

Minimum education level

Bachelor's Degree; Master's Degree preferred.

Minimum prior job-related experience or training

6+ years of experience with MA; 8+ years of experience with BA.

Approximate Salary Range

\$70k-\$90k annually, commensurate with experience

Travel required

Approximately 10 trips per year out-of-state travel as needed to attend conferences, conduct site visits, and company meetings.

Location

Oakland, CA preferred.

Join our team and build your career with us! We offer:

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- Downtown office location, with easy access to BART
- Competitive, comprehensive benefits package including health, dental, matching 401k, and paid time off.

How to Apply:

Please submit, as a single PDF, a cover letter with salary requirements, resume, and two writing samples here: <https://www.tfaforms.com/4601023>

Ideally, at least one writing sample will be a memorandum or report on a housing policy topic. Applications will be reviewed on a rolling basis. Interviews will be conducted in February, with an anticipated start date in March.