Grounded Solutions Network is a national nonprofit dedicated to shaping communities to be equitable, 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, both in the present and for future generations.

As a national membership organization, we support community resident leaders, nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Our Commitment to Racial Equity
Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity. Racially equitable processes and outcomes ensure that people of color are afforded opportunities that they have historically been denied and from which they continue to be excluded.

In order to fully realize our belief in equitable access to opportunity, we must work to eliminate housing regulations that perpetuate racial discrimination. However, the complex process of using a racial equity lens and identifying the most effective policy solutions can be time consuming. Translating best practice anti-displacement and inclusive housing models into detailed ordinances or locally tailored policies can be technically challenging. Our State and Local Policy team offers pragmatic technical assistance to policy makers so that they are armed with well-researched, implementable strategies, plans and specific recommendations.

About the Position
Increasingly, state and local housing policy makers are heeding the urgent voices of their constituents who are negatively impacted by rising housing prices and involuntary displacement. Leaders across the country are seeking solutions that will both expand housing affordability and provide greater access to opportunity for families of color in particular.

The State and Local Policy Manager will be responsible for seeking, securing, and leading housing policy technical assistance engagements to local governments. They will have the responsibility and authority to assist in defining professional consulting related scopes of work and ensure that contract engagements adhere to timeline, 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. The Manager will not supervise internal staff, they will be responsible for managing projects and consultants.

Key Responsibilities

1. Seek and Secure Technical Assistance Engagements
Grounded Solutions works with state and local policy makers across the country to design and implement inclusive housing policies that promote lasting affordability and advance racial equity. The Manager will play a key role in seeking and securing new, high-impact consulting engagements through both proactive and reactive business development activities. Proactive activities could include analyzing which states and jurisdictions have the potential for impactful housing policy and raising Grounded Solutions’ profile in those locations, for example by building relationships with local advocates and policy makers, leading virtual and in-person educational events targeted to those locations, and tracking and participating in the conversation about housing affordability in local media (both social and traditional). Reactive activities could include holding initial conversations with potential clients who reach out to Grounded Solutions, responding to Requests for Proposals, and drafting proposed scopes of work and budgets.

2. Manage Technical Assistance Engagements
The Manager will lead 2-4 place-based technical assistance engagements annually with minimal supervision. Grounded Solutions’ 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. 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.

3. Contribute to Sector Leadership, Training & Tools
Mission driven organizations must share and discuss our lessons learned, effectively disseminate resources we create, and offer lessons to the field from our place-based experiences. The Manager will lead efforts to grow our professional reputation, expand our membership and build sector knowledge by:

- Presenting at national conferences and convenings, 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 advance racial equity through housing with lasting affordability. Specific topics include inclusionary housing, community land trusts, and affordable housing preservation. Support the internal team production of draft articles and blogs on topics such as inclusionary housing, lasting affordability, and equitable development.

4. Contribute to Collective Success
The Manager will be an important member of the State and Local Policy department and of Grounded Solutions Network as whole. Responsibilities will include:

- Help define short- and long-term priorities for the State and Local Policy department. Conduct research to investigate and assess potential new initiatives.
- Coordinate across teams within the organization; facilitate collaboration and knowledge sharing.
Qualifications for Entry into this Position

Our ideal candidate comes to the organization with experience securing and managing consulting engagements and knowledge of affordable housing, land use, and/or community development issues. They also come with a deep understanding of how systemic racism has shaped and continues to shape local, state and federal housing policy and community development. We anticipate that applicants may come from a for-profit consultancy or have a background in working for nonprofit organizations or public agencies.

Knowledge, skills and abilities

• Minimum six years of relevant work experience in urban planning or affordable housing.
• Minimum four years of experience as a project manager responsible for timeline, deliverables, and budgets of fast-moving projects with limited supervision.
• Excellent project management, time management and people management skills.
• Experience with inclusionary housing policies.
• Ability to work successfully in self-directed, virtual environments, including managing a variety of projects, developing work plans and meeting deadlines.
• Ability to conduct research and policy analysis projects efficiently by navigating among various sources of information.
• Agility with MS Excel and quantitative data analysis.
• Experience working in diverse communities with a wide variety of stakeholders.
• Strong presentation skills and writing skills.
• Proficiency in MS Office suite of applications and willing to learn other technology tools.

Additional Preferred Qualifications

• Experience working as a consultant, including securing and leading consulting engagements.
• Experience with preservation of affordable rental housing and related policies.
• Experience conducting financial feasibility analysis for residential development.
• Degree in Urban Planning, Public Policy or related field.

Travel required

Approximately 5-10 trips per year of domestic out-of-state travel as needed to deliver technical assistance and attend conferences, regional convenings, and company meetings. Note: Travel may be periodically suspended by senior management, if hazardous emergency conditions require.

Location

Flexible location. Grounded Solutions Network has two primary office locations in Oakland, CA and Washington, DC, with additional staff working from home throughout the contiguous 48 states. All staff are working remotely until further notice. Candidates must have direct local access to a major airport. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Starting Salary Range

$75,000-95,000k annually, commensurate with experience.

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

• Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
• Opportunities for professional growth and development.
• Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.
Work Environment/Physical Demands
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees are responsible for a clean and safe work area. While performing the duties of this job, the employee is regularly required to sit, and occasionally required to stand and walk. The noise level in the work environment is usually quiet.

How to Apply
Please submit the following items as one document, if possible (PDF or Word):

1. A cover letter with salary requirements and where you heard about the position
2. Resume
3. Two (2) recent writing samples. Ideally, one sample should reflect writing produced for a client or internal work purposes (eg. memo) and another sample for publication for broader audience.

Please submit to: https://bit.ly/3fhVdX1

Grounded Solutions Network is committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.