



# GROUND SOLUTIONS NETWORK

strong communities  
from the ground up

<b>Title:</b> Local Policy Principal	<b>Reports to:</b> Director of Technical Assistance
<b>Department:</b> Technical Assistance Group	<b>Status:</b> Full-time, Exempt

## About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive and filled with opportunity for all. 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 nonprofit and government practitioners, community resident leaders, 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 organizational culture is evolving and strives to address critical thinking and consciousness about race and class as an integral part of advancing our affordable housing mission focus. We seek candidates who are dedicated to achieving measurable racial equity impact as both a process and outcome of our mission. We are continually working toward 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.

## About the Position

We seek a Local Policy Principal who is passionate about the role that Grounded Solutions' 250+ Members can play in advancing affordable housing solutions that center racial equity and inclusion. Grounded Solutions works alongside local policy makers and community members who are dedicated to advancing cities in a sustainable way that mitigates the impacts of gentrification and displacement. The Local Policy Principal will help stakeholders identify effective policy solutions and translate best practice models into detailed ordinances or locally tailored policies, which can be technically challenging. We seek an individual with extensive knowledge of the policy change process and demonstrated experience successfully collaborating with diverse stakeholders.

The Local Policy Principal will be responsible for leading our 'ForEveryoneHome' (FEH) initiative. Through a facilitated cohort approach, FEH is designed to provide a small number of cities with technical assistance, policy development, peer learning and programmatic support to preserve and produce housing with lasting affordability in communities of color in order to counter the impacts of long term

systemic housing disparities. The Local Policy Principal will be responsible for stewarding the broad initiative, including managing timelines, budgets, and consultants, providing critical policy guidance around housing with lasting affordability, and working alongside local teams to advance the collective policy agenda. Over time, the Local Policy Principal will lead new FEH cohorts that includes identification and selection of cities and designing new FEH initiatives that caters to the evolving landscape.

The Local Policy Principal will also be responsible for securing and leading housing policy technical assistance engagements to local governments. They will have the responsibility of ensuring that these engagements adhere to timeline and budget constraints and result in useful, high-quality deliverables (e.g., reports, presentations, memos). The position is 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 policy and related topics.

The Local Policy Principal 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.

## Key Responsibilities

- 1. Lead the ForEveryoneHome Initiative (50%)**
  - a. Manage timelines, budgets, and subcontractors with the selected cities in the initiative.
  - b. Facilitate the cohort and support the local team members in each selected city.
  - c. Provide policy expertise around how to scale up lasting affordability.
  - d. Design new initiatives to address evolving landscapes.
  - e. Lead efforts in identifying and selecting new cities.
  
- 2. Procure and Manage Technical Assistance Engagements (30%)**
  - a. With minimal supervision, lead technical assistance engagements with policy makers and community members on topics related to affordable housing and land use policies.
  - b. Manage technical assistance projects from inception to completion, including writing proposals, formalizing contracts, nurturing client relationships, conducting research, facilitating meetings, and completing deliverables on time and within budget.
  - c. Oversee staff and external consultants on specific projects.
  
- 3. Develop new tools, resources, templates, and other field building materials (20%)**
  - a. Assist the Director of Technical Assistance to identify and respond to emerging trends, questions, challenges, and opportunities in the field.
  - b. Provide content expertise for new tools, resources, curriculum and templates that will help practitioners adopt best practices.
  - c. Review, maintain, and update existing tools as necessary to address current conditions.
  - d. Represent the organization at conferences and events.
  - e. Contribute to thought leadership through participation on panels and published articles.

## Qualifications for Entry into this Position

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply.

Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you'd be great at the role, we encourage you to apply anyway. If you don't have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

The ideal candidate is a skilled policy advocate, effective coalition builder, and thoughtful policy researcher who brings an intersectional approach to issues of affordable housing, racial justice, urban planning, and community development. They also come with a deep understanding of how systemic racism has shaped and continues to shape local, state, and federal housing policy. We anticipate that applicants may come from a public agency or have a background working for nonprofit organizations or for-profit consultancies. Grounded Solutions Network will support our ideal candidate over the first year of employment to grow their knowledge of specific program elements and issues related to long-term affordability.

### **Knowledge, skills, and abilities**

1. Minimum six years of experience in a role that included managing policy change efforts on behalf of a diverse coalition.
2. Knowledge of public policy and the legislative process.
3. A demonstrated commitment to advancing racial justice and economic and social equity.
4. Ability to work successfully in self-directed, virtual environments, including managing a variety of projects, developing work plans, and meeting deadlines.
5. Strong facilitation and public speaking skills and the ability to communicate complex policy issues in a manner that is clear, accessible, and compelling, with the ability to engage racially diverse audiences.
6. Proficiency in Microsoft Office suite of applications, comfort with Microsoft Teams/ Zoom/ other webinar and virtual platforms, and experience with or willingness to learn the tools we rely on, such as Salesforce, Dropbox, and Asana.

### **Starting Salary Range**

\$80k-101k annually, commensurate with experience.

### **Benefits**

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

### **Travel required**

Approximately 6-10 trips per year of out-of-state travel as needed to attend site visits, staff meetings, and conferences.

### **Location**

Remote, flexible location. Grounded Solutions Network has a physical office located in Washington, DC, with additional staff working from home or co-working spaces throughout the contiguous 48 states.

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.

### **COVID-19 Requirements**

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

### **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.

### **How to Apply:**

Please submit, as 1 document (PDF or word), a cover letter highlighting qualifications, skills, interest in the position, along with your current resume [through this link](#). Interviews will be conducted on a rolling basis.