



GROUND ED SOLUTIONS NETWORK

strong communities
from the ground up

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

Who we are:

[Grounded Solutions Network](#) is 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, both in the present and for future generations.

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. We bring together an extensive network of member practitioners from local communities who have a deep understanding of best practices for the sector. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

Grounded Solutions Network is committed to building a racially and culturally diverse team. We encourage candidates from all backgrounds to apply. We know that our work is empowered by a staff that is rich in diverse thoughts, perspectives, cultures and human identities.

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. Cities across the country are seeking solutions that will improve housing affordability and advance racial equity. 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 provide resources, tools and trainings to support our members, advocates, and community groups to push for inclusive housing policies in their communities.

The Senior Specialist will engage in all aspects of the State and Local Policy department's work. They will support the provision of technical assistance to policy makers through research and creation of high-quality deliverables (e.g. reports, presentations, memos). The Senior Specialist will also develop, market and maintain stand-alone resources, such as case studies and toolkits, as well as design and deliver trainings and presentations on affordable housing and related topics.

The successful candidate will have experience in housing policy and strong writing and presentation skills. Our work requires someone who can independently manage multiple projects with limited supervision to ensure successful completion within timeline and budget constraints, and with careful attention to quality. This position is best suited to a person with excellent organizational and time management skills who also enjoys research and writing.

Key Responsibilities:

1. Technical assistance engagements

Grounded Solutions works with local policy makers across the country to design and implement smart housing policies that promote lasting affordability and prevent displacement. For example, in 2017 we worked with the City of Detroit to develop an action plan to preserve existing affordable housing. Also in 2017, we provided recommendations for an inclusionary housing program known as the Smart Housing Mix to clients in the city of New Orleans. The Senior Specialist will support Grounded Solutions' place-based technical assistance engagements in a broad variety of ways. Tasks will include:

- Conduct research on housing policy topics and best practices.
- Analyze housing data from jurisdictions.
- Write memos and reports on housing policy topics.
- Draft PowerPoint presentations.
- Schedule meetings and take notes.
- Maintain strong relationships with clients.

2. Resources and tools

In addition to the provision of technical assistance, Grounded Solutions Network provides resources and tools for housing policy makers, advocates and practitioners. Our current resource portfolio includes the dedicated website inclusionaryhousing.org, the [Inclusionary Housing Calculator](#) and the [Inclusive Growth Toolkit](#). In early 2018, we will launch an interactive online map showing municipal inclusionary housing policies around the country and illustrating the state legal context regarding inclusionary housing for each state. The Senior Specialist will play a critical role in developing, marketing and maintaining these and future resources. Tasks will include:

- Project manage the creation of new resources. Create and drive timelines to ensure timely completion of projects. Hire and supervise consultants as necessary to develop resources; ensure completion of projects within budget.
- With the Communications department, create and manage communications plans for initial launch of new resources as well as ongoing marketing of existing resources to target audiences. This can include outreach to partner organizations and media outlets to publicize resources, planning for webinars and trainings and organizing a concerted online push including email and social media.
- Maintain and update existing resources. Examples could include working with Grounded Solutions' web design consultant to update and maintain inclusionaryhousing.org or using Search Engine Optimization to drive more traffic to inclusionaryhousing.org.

3. Thought leadership and training

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 Senior Specialist will contribute to efforts to grow our reputation and build sector knowledge. Tasks will include:

- Present at national conferences and convenings. Write proposals for conference sessions and serve as a representative of Grounded Solutions at important networking events.
- Design, coordinate, and deliver webinars and in-person trainings. Broadly, trainings focus on housing and land-use policies that are 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.
- Design and implement convening events. Craft thoughtful agendas, arrange for speakers, create materials (presentations and handouts), and arrange logistics (invitations, travel, venue, food, etc.).
- Write articles and blog posts on topics such as inclusionary housing, lasting affordability and equitable development. Engage in the national dialogue by following and participating in online conversations.

4. Organizational leadership

The Senior Specialist 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:

Knowledge, skills and abilities

- Excellent project management, time management and people management skills.
- Highly organized, structured and detail-oriented. Able to self-manage with minimal supervision.
- Knowledge of affordable housing, land use and/or community development issues.
- Familiarity with the history of racial and economic segregation and inequality in the United States.
- Ability to conduct research and policy analysis projects efficiently by navigating among various sources of information.
- Experience working in diverse communities with a wide variety of stakeholders.
- Strong presentation skills. Teaching and training experience a plus.
- Strong writing skills.
- Proficiency in MS Office suite of applications.
- Tech-friendly.

Minimum education level

Bachelor's Degree required; Master's Degree in a policy-related field or equivalent experience preferred.

Minimum prior job-related experience or training

5+ years of experience in urban planning or affordable housing, with at least three years of experience managing complex projects with limited supervision.

Starting Salary Range

\$55k-\$70k annually, commensurate with experience

Travel required

Approximately 5-10 trips per year of domestic out-of-state, as needed to deliver technical assistance and attend conferences, regional convenings, and company meetings.

Location

The organization has a primary office in Oakland, CA but staff may be located anywhere in the contiguous 48 states. All staff members 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.

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
- 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://form.jotform.com/73454457666165>. Ideally, at least one writing sample will be a memorandum or report on a housing or community development topic.

Applications will be reviewed on a rolling basis. Interviews will be conducted in February and March, with an anticipated start date in March or April.