



Policy & Research Director

Nonprofit community developer and affordable home builder seeks a highly motivated and experienced Policy & Research Director. Neighborhood Housing Services of Los Angeles County (NHS) serves as a catalyst for local residents, business and government representatives to work together to build stronger neighborhoods, improve the quality of life for low to moderate income families and revitalize communities into neighborhoods of choice.

Job Description:

- The successful candidate will conduct and track research for advocacy purposes.
- Assist with city, state and federal policy impact and consumer issues.
- Track housing and community development policy at local, county, and state levels.
- Assist in collecting, compiling and analyzing data, and conducting and analyzing surveys on issues.
- Assist in liaising with government officials and their aides as important issues arise, and provide necessary research and background to facilitate effective meetings.
- Draft policy statements and responses to current issues affecting local communities.
- Track funding opportunities at local, state, and federal levels (i.e.; cap-and-trade or veteran's housing).
- Knowledge of housing and economic policy matters and development on city, county, and state levels.
- Knowledge of mortgage-lending trends in low-income communities locally and nationally.
- Available to work evenings and weekends as needed.
- Works collaboratively with local, state and national coalitions and policy entities to represent NHS and the interests of its clients.

Required skills:

- Master's Degree in Government Affairs, Community Planning, Political Science, Public Policy, Five (5) years of experience in non-profit environment preferred.
- Strong research, organizational, and communication skills.
- Strong proficiency in MS Office Suite and GIS systems.

Benefits:

- Health Insurance
- Paid Time Off
- Matching 401K
- Job Type: Full-time
- Salary: \$65,000 - \$85,000 per year