



National Community  
Stabilization Trust

**Job Title:** Senior Associate for Policy  
**Department:** Policy  
**Reports to:** Vice President of Policy and Partnerships  
**Classification:** Full-time, Exempt

**About National Community Stabilization Trust:**

The National Community Stabilization Trust’s (“NCST’s”) mission is to support families and communities by restoring distressed single-family homes, strengthening neighborhoods, and increasing sustainable, affordable homeownership and responsible rental. Founded in 2008, NCST is dedicated to increasing the supply of affordable, single-family homes through facilitating real estate transactions, conducting highly effective policy advocacy work, spearheading industry research, leading coalition work, and maintaining an extensive national network of mission-focused, single-family developers.

Today, the organization has expanded its focus. NCST manages an advocacy network for nonprofit single-family developers and lenders called the Homeownership Alliance. The mission of the Homeownership Alliance is to increase access to homeownership in order to narrow America’s racial wealth gap, to improve access to long-term affordable housing, and to revitalize communities without gentrification. The Homeownership Alliance is committed to building a robust, nonprofit-led delivery system that will increase access to homeownership for those who have been left behind by our current system. We will increase the visibility of homeownership as an important means of achieving greater social justice, will advocate for public policies and resources that support affordable homeownership, and will help scale effective homeownership strategies across the country.

**Position Summary:**

The Senior Associate for Policy maintains relationships with Congressional staff and executive branch officials to advocate for the Homeownership Alliance and NCST’s policy priorities under the direction of the Vice President for Policy and Partnerships. The ideal candidate will be a thoughtful and organized project manager who flourishes in a fast-paced environment and can simultaneously manage multiple issues and projects. They will have a demonstrated commitment to advancing racial equity, substantial public policy or legislative experience, and experience working with local, state, and national partner organizations and community allies.

**Specific duties:**

1. Develop and maintain effective relationships with Members of Congress and their staff to advance Homeownership Alliance’s positions with respect to relevant policy and legislation.
2. Develop and maintain effective relationships with executive branch officials to influence regulatory processes that impact affordable homeownership.
3. Work with Homeownership Alliance members to translate practitioner experiences into actionable policy positions.
4. Develop and implement advocacy strategies, including grassroots lobbying.

5. Draft congressional testimony, issue papers, talking points, regulatory comment letters, and other written products. Research and work with Homeownership Alliance members and other departments at NCST on the coordination and development of such materials.
6. Attend relevant hearings, mark-ups, and briefings and provide a comprehensive summary of pertinent details to the team.
7. Identify, monitor, and track congressional and regulatory activity that would benefit or adversely affect homeownership.
8. Identify the need for, develop, modify, and maintain all public policy efforts, incorporating best practices as well as anticipating/addressing changes in the political, electoral, and public policy environment.
9. Respond to Homeownership Alliance member questions and requests for information on government programs.
10. Provide advice and coordinate with Homeownership Alliance members on legislative and lobbying efforts as needed.
11. Represent Homeownership Alliance at industry, congressional, and other stakeholder meetings and events.
12. Perform other duties as assigned.

### **Requirements:**

The Senior Associate for Policy should be able to communicate effectively with a diverse range of stakeholders. They should be comfortable working independently and collaboratively within a small, close-knit team and thrive in a fast-paced, deadline-driven environment. They should be a great relationship-builder and a savvy project manager who is comfortable setting up systems and juggling multiple projects, creatively solving problems, and engaging constructively with Homeownership Alliance members. They will report to the Vice President of Policy and Partnerships and work closely with the entire Homeownership Alliance membership and NCST team.

### **Education and Experience:**

- Bachelor's or graduate degree in Public Policy, Government, Urban Affairs or related field.
- A minimum of 5 years of experience in a similar position or any equivalent combination of education and experience in government and advocacy that demonstrates the ability to perform the duties of the position.
- Congressional experience and knowledge of affordable housing and community development programs are a plus.

### **Preferred Qualifications:**

- Knowledge of Congressional processes, procedures, members, and staff;
- Familiarity with the rulemaking process and experience writing comment letters.
- Experience managing advocacy campaigns, developing talking points, social media posts, and position papers to support policy objectives.
- Commitment to diversity, equity, inclusion, and belonging principles and demonstrated ability to interact in a multicultural environment.
- Experience working in a fast-paced environment, with a focus on developing mission-driven initiatives (experience in a nonprofit or Congressional office preferred.)

- Strong writing skills, editing and proofreading skills to produce clear and concise communications with strong attention to detail.
- Excellent interpersonal skills and ability to foster membership consensus.
- Excellent time management skills, including the ability to meet established goals and deadlines and work on multiple projects simultaneously while managing deadlines.
- Understanding of and commitment to the mission and work of the Homeownership Alliance and NCST.

**Compensation and Benefits:**

Full-time, exempt position with an annual salary of \$80,000-\$100,000+, commensurate with experience. Benefits for this position include an employer 401(k) contribution, excellent health insurance, long-and short-term disability, flexible spending and commuter accounts, and generous leave policies.

**Other Requirements:**

The Senior Associate for Policy is an exempt position. Exempt employees are expected to work the appropriate and necessary time to complete key assignments and related tasks on schedule.

NCST is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition.

We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals and members of the lesbian, gay, bisexual, and transgender communities.

**How to Apply:**

Interested candidates should submit electronically, in a single PDF document, a resume, a cover letter detailing their interest in NCST's mission and qualifications for the position, a writing sample, and contact information for three references to [careers@stabilizationtrust.org](mailto:careers@stabilizationtrust.org) with the subject heading: [YOUR NAME] –Senior Associate for Policy Position.

**We are accepting applications through February 18, 2022. No calls, please.**

*Note: Applications without a cover letter or writing sample will not be considered. Due to the volume of applications we receive, we cannot give status updates. If you are invited for an interview, you will be contacted directly.*

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The above statements are intended to capture the uniqueness of the duties and responsibilities of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differs from the responsibilities listed. National Community Stabilization Trust reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.