



National Community
Stabilization Trust

Job Title: Policy Analyst
Department: Policy
Reports to: Director of Policy; Director of Homeownership Alliance
Classification: Full-time, Exempt

About National Community Stabilization Trust (NCST):

NCST works to increase homeownership by expanding the supply of affordable, single-family homes to stabilize neighborhoods, build community wealth, and advance racial equity. Founded in 2008, NCST facilitates real estate transactions, advances policy advocacy and innovation, supports community-based practitioners, and maintains an extensive national network of mission-focused, single-family developers. NCST's REOMatch™ platform provides approved mission-driven buyers with an exclusive first look at distressed mortgaged property, providing them an edge over cash buyers. REOMatch™ has facilitated over 28,000 distressed property transfers across the country in a predictable, standardized, and streamlined way. Over 80 percent of these properties were rehabbed and sold to an owner-occupant.

NCST's Policy Practice provides recommendations and analysis to innovate and reform federal homeownership policies and programs. Additionally, the Policy Practice manages and operates 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. Robust policy analysis paired with non-profit practitioner perspectives empowers the Homeownership Alliance to make thoughtful, evidence-based recommendations to lawmakers and regulators.

Position Summary:

The Policy Analyst will support NCST's policy work and the Homeownership Alliance under the direction of the Director of Policy and the Director of Homeownership Alliance. The ideal candidate is a thoughtful and organized team member who flourishes in a fast-paced environment and can simultaneously manage multiple issues and projects. The Policy Analyst will have excellent attention to detail, demonstrate strong oral and written communications skills, and display a commitment to advancing racial equity. They will possess public policy or legislative experience, and/or experience working with mission-driven local, state, and national organizations and community allies.

The position is based out of NCST's Washington, DC office offering a flexible hybrid schedule. Residence in the Washington DC-Maryland-Virginia metro area is preferred.

Specific duties:

1. Conduct research and writing on substantive policy matters, external communications, and other projects per the direction of the Director of Policy and/or the Director of Homeownership Alliance
2. Assist in the development and implementation of advocacy strategies, including grassroots lobbying
3. Draft congressional testimony, issue papers, talking points, regulatory comment letters, newsletters, reports to funders, and other written products in support of NCST and Homeownership Alliance projects
4. Coordinate and disseminate research materials and other work products with Homeownership Alliance members, policy partners, and other departments at NCST
5. Organize and facilitate webinars and other convenings
6. Attend relevant hearings, mark-ups, webinars, 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, NCST's operations, and other identified priorities
8. Develop, modify, and maintain all public policy communications, tailoring NCST's messages to relevant audiences, incorporating best practices, and anticipating changes in the political, electoral, and public policy environment
9. Assist the Homeownership Alliance with coalition and relationship management
10. Represent NCST and the Homeownership Alliance at industry, congressional, and other stakeholder meetings and events
11. Perform other duties as assigned

Requirements:

The Policy Analyst should be able to take direction, manage deadlines and metrics, and communicate effectively with a diverse range of stakeholders. They should be comfortable working independently and collaboratively in a small, close-knit team and thrive in a fast-paced, deadline-driven environment. The Policy Analyst is expected to be an effective relationship-builder and a team player. The ideal candidate is comfortable setting up communications systems, juggling multiple projects, creatively solving problems, and engaging constructively with NCST stakeholders. The position will report to both the Director of Policy and the Director of Homeownership Alliance and work closely with the entire Homeownership Alliance membership and NCST team.

Education and Experience:

- Bachelor's degree in Public Policy, Government, Urban Affairs, or related field.
- A minimum of one year of experience in a similar position or any equivalent combination of education and experience in government and advocacy.
- Congressional experience and knowledge of affordable housing and community development programs are a plus but not required.

Preferred Qualifications:

- Strong writing, editing, and proofreading skills to produce clear and concise communications with strong attention to detail.

- Experience working on advocacy campaigns, developing talking points, social media posts, and position papers to support policy objectives.
- Commitment to diversity, equity, inclusion, and belonging principles with a demonstrated ability to interact in a multicultural environment.
- Ability to develop implementable and mission-driven initiatives with a community impact (experience in a nonprofit or Congressional office preferred).
- Exemplary interpersonal skills and ability to foster membership consensus.
- Excellent time management skills, including the ability to meet multiple established goals and deadlines.
- Understanding of and commitment to the mission and work of NCST and the Homeownership Alliance.

Compensation and Benefits:

Full-time, exempt position, salary 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.

Expected Salary Range: \$70,000 - \$80,000

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, multicultural applicants, bilingual individuals, and members of the lesbian, gay, bisexual, and transgender communities.

Please send resumes to careers@stabilizationtrust.org.