



### **Policy and External Affairs Associate (Full-Time)**

**LOCATION:** Washington, DC – Hybrid work schedule available

**SALARY:** Commensurate with experience

**Stewards of Affordable Housing for the Future (SAHF) is a collaborative** of twelve [nonprofit affordable housing providers](#) who own more than 149,000 affordable rental homes across the nation. SAHF members are committed to the long-term affordability, sustainability and expansion of rental housing that makes a difference in people’s lives. **Our mission is to advance the creation and preservation of healthy, sustainable affordable rental homes that foster equity, opportunity, and wellness for people of limited economic resources.**

SAHF and its members are a dynamic team focused on learning from and applying on-the-ground experience to systems change and to advancing more effective and equitable federal policy and practice. We collaborate to expand, innovate and scale business and mission opportunities and policy change. SAHF members are also committed to [measuring their impact](#), leveraging data to evaluate outcomes to foster new partnerships and initiatives. Our recent [Impact of Home](#) report details some of this work. SAHF has also long recognized the importance of building and operating housing that is energy- and water-efficient and provides a healthy living environment. SAHF members have led the field in committing to reducing energy and water consumption and the [collaborative recently achieved a goal of reducing portfolio-wide consumption by 20% under our Big Reach initiative](#).

SAHF and its members acknowledge the significant role that decades of housing policy has played in creating and perpetuating racial inequity and recognize that access to healthy, affordable homes for all people is an essential step towards just communities. [SAHF’s board has adopted a racial equity pledge identifying six areas where SAHF and its members will focus on advancing racial equity](#). SAHF members will collaborate in advancing this pledge as they have with other initiatives. Peer to peer exchange among SAHF members and close collaboration within the affordable housing field and across sectors have been key to advancing our mission.

### **JOB DESCRIPTION**

The Policy and External Affairs Associate is a member of SAHF’s policy team and will play a key role in helping to communicate the vital importance of healthy, sustainable, and affordable homes in creating equitable communities. This position helps develop policy communications and coordinates SAHF’s external communications and relationships, working with SAHF’s senior leadership to advance our mission and connect key stakeholder groups. This position will also serve as the primary project manager for tracking SAHF’s racial equity pledge. This position offers the opportunity to deepen skills in policy and advocacy, communications and racial equity, diversity, and inclusion work with tangible experiences. This position will also allow a successful candidate to grow in project management and facilitation skills and provide the opportunity for this junior team member to interface with senior leadership of national organizations.

*Roles and Responsibilities:* The Policy and External Affairs Associate reports to the SVP, Policy. This role will consult regularly with other senior leadership, including the CEO. The Associate is expected to interface with the SAHF board and members as well as outside partners and organizations. The External Affairs Associate will have the following broad job responsibilities:

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## **Stewards of Affordable Housing for the Future**

Policy

- Develops educational and advocacy materials, including but not limited to issue briefs, fact sheets and content for the SAHF website and social media accounts
- Creates weekly affordable housing policy updates for SAHF member(s)
- Supports policy team in planning Congressional advocacy days and grassroots outreach
- Represent SAHF in advocacy coalitions as required
- Identify and share news, social media relevant to policy team
- Other policy work as directed

Communications

- Primary manager of SAHF's social media accounts—posting, following, and drafting for senior leadership where appropriate.
- Maintain website content; consider different tools and ways to improve
- Collaborate with SAHF staff to identify content opportunities and prioritize needs.
- Implement SAHF content calendar, coordinating with policy, outcomes and energy teams on messaging
- Support senior leadership on media engagement, including drafting press releases and op-eds
- Develop quarterly reports for board on communications strategies, placements, and other metrics

Member Support

- Coordinate the peer-to-peer activities of high-level communications, policy, and fundraising staff at SAHF's member organizations.
- Assist the CEO in the strategic implementation of and tracking and reporting of progress under SAHF's racial equity pledge

Meeting Planning, Support and Facilitation; Presentations; and Conference Support and Participation:

- Assist with convening and conference planning, including scheduling, content and agenda setting, logistics and note taking
- Develop and support presentations for meetings and conferences, to be delivered by other SAHF staff or by the Associate
- Represent SAHF as requested at coalitions, conferences or meetings.

*Required skills and experience:*

- Bachelors degree or equivalent experience (5+ years);
- A demonstrated interest in affordable housing and community development and policymaking
- Excellent writing, presentation, and project management skills, and attention to detail;
- Demonstrates initiative and curiosity;
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs;
- Experience using Twitter and LinkedIn on behalf of an organization;
- Ability to adhere to AP Style;
- Proficiency in Canva and Adobe Creative applications such as InDesign and Photoshop a plus;
- Experience in website management a plus;
- Strong customer service orientation;

- Committed to collaboration, excellent customer service and SAHF's mission.

**SAHF is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion, to apply. On a daily basis, we are committed to our core values of Respect, Diversity and Inclusion, Collaboration, Stewardship and Integrity. You can learn more about us on [our website](#).**