



## Director of Advocacy & Community Engagement

### JOB DESCRIPTION

#### **SUMMARY**

The vision that sparked the creation of the nonprofit Greenville Housing Fund (GHF) in 2018 is of a future in which every neighborhood in Greenville County is thriving, sustainable, and affordable for all. GHF's mission is to increase quality affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for affordable places to live; we make investments in affordable housing through funding programs and financing; and we acquire land for future development. More information about GHF can be found at [www.greenvillehousingfund.com](http://www.greenvillehousingfund.com).

The **Director of Advocacy & Community Engagement (ACE Director)** serves as GHF's point person on affordable housing policy initiatives: shaping and advancing GHF's policy priorities, building relationships across the affordable housing ecosystem, and leading community outreach for awareness and advocacy. The ACE Director will lead the development of a policy agenda for both GHF and the Greenville Affordable Housing Coalition (GAHC), through engagement with GHF board and staff, with GAHC leaders who are empowered to commit their organizations to collective action, and with the community at large. In conjunction with GHF leadership, the ACE Director also develops and leads campaigns to decrease the barriers preventing access to affordable housing and to increase the resources available for affordable housing development and preservation.

To achieve the necessary public investment at the local, state and federal levels, this critical leadership work includes data collection, analysis, and reporting; development and implementation of policy, advocacy, and education plans and programs; coalition-building and partner engagement; and broad community outreach. The ACE Director reports to the GHF CEO and works with a collaborative team of GHF staff, board members and advocacy partners.

#### **DUTIES and RESPONSIBILITIES**

##### **Policy Development and Advocacy**

- Develops an actionable advocacy agenda, in coordination with GAHC, its steering committee, and its working groups, subject to CEO oversight and GHF Board approval.
- Initiates outreach and engagement with elected officials, community and economic development municipal staff, and policymakers.
- Initiates and maintains outreach and engagement with neighborhood-based community leaders, with special emphasis in target neighborhoods experiencing development pressures and demographic transitions, as well as civic advocacy organizations.
- Cultivates and manages relationships with key partners, stakeholders, and policymakers.

- Engages externally for GHF on relevant local, regional, and state policy matters, and coordinates GHF’s public policy development and advocacy activity.
- Analyzes new and existing housing policies and proposed legislation and regulation and works with the CEO, GHF Board, and partners to identify the most critical issues for action.
- Prepares and disseminates policy briefs, action alerts, and talking points.
- Recruits and supports other local affordable housing advocates, including coalition partners from related fields (e.g., transportation, land use, environmental protection, public health). Provides GHF staff support as needed to alliance and coalition projects, outreach efforts, and ventures.
- Coordinates GHF’s participation in local, regional, state, and national advocacy networks.
- Conducts other required duties to ensure strong stakeholder support and effective advocacy.

**Strategic Plans Implementation**

- Facilitates research and dissemination of information on promising and innovative policies aimed at improving the affordable housing landscape in Greenville County.
- Leads or supports specific initiatives that advance GHF’s systems-change work, including initiatives that seek to create change in local and state governments.
- Builds policy and advocacy knowledge and skills among GHF staff and Board and keeps these groups informed on public policy outcomes, opportunities, and potential barriers.
- Works with Greenville Housing Fund staff and partner organizations to develop our policy and advocacy platform and annual policy priorities.
- Creates content to help GHF partner organizations, members, supporters, funders, staff, and Board understand GHF policy goals, processes, and outcomes, including policy updates for newsletters.
- Works with the Executive team and other Directors to facilitate collaboration across the organization.

**Grants Management and Fundraising**

- Collaborates on potential GHF funding sources, particularly those related to affordable housing advocacy and policy engagement.
- Supports cultivation of relationships with relevant funders, donors and partners.
- Supports and collaborates on grant applications and applicable reporting, in coordination with GHF CEO and staff.

**Administration/Other**

- Manages the planning and logistics for community forums and other stakeholders’ meetings.
- Provides content for GHF website, social media, and other media as requested.

**QUALIFICATIONS**

**Education and Experience**

- Bachelor’s degree, preferred Master’s degree.
- Five to seven years of previous professional experience in a discipline such as community organizing or advocacy, affordable housing or community development, or public policy/administration in housing or a related social-justice field. Recent professional experience in Greenville is desirable.

**Skills, Competencies and Attributes**

- Knowledge of and interest in affordable housing development and finance, and an unwavering commitment to GHF’s mission, vision, and values.

- Demonstrated ability to carry out the responsibilities described above.
- Excellent organizational and time-management skills.
- Proven ability to work independently, including the ability to anticipate project needs, discern work priorities in an ever-evolving, fast-paced environment, work with multiple priorities under time pressure, and meet deadlines with minimal supervision.
- Flexible and creative thinker, capable of collecting and synthesizing complex information, thinking analytically, and problem-solving.
- Excellent interpersonal and verbal communication skills, with the ability to interface professionally and sensitively with GHF staff, board, community partners, applicants for funding, and the public, in person and by phone.
- Outstanding and effective written communication skills, including careful attention to proofreading.
- High expectations for quality, attention to detail, and the highest standards of ethics and integrity in all work.
- Experience working with diverse groups of stakeholders and demonstrated negotiation and conflict-resolution skills.
- Proficiency with Microsoft Word, Excel, meeting-scheduling, and other common Windows-based office software programs, including generating Power-Point slide presentations, manipulating spreadsheets, internet searches, mail merges, and basic website maintenance tasks.
- Language skills must include the ability to read, analyze, and interpret public policy journals, financial reports, and legal documents, including those containing technical jargon and/or terminology relevant to affordable housing policy and development.
- Mathematical skills must include understanding concepts such as probability and statistical inference, and successful applicants must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Other Abilities and Requirements**

- Ability and willingness to reasonably flex hours to meet the job's demands.
- Ability and willingness to travel locally, with occasional regional or national travel, to carry out duties and responsibilities, or attend relevant meetings, conferences or events.
- Must have reliable automobile transportation, a valid South Carolina Driver's License, and appropriate vehicle insurance.

#### **Physical Demands**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk and/or climb stairs; use hands to finger, handle, or feel; reach and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

We recognize and understand that individuals from marginalized communities, such as women, LGBTQ+ individuals, and people of color, may hesitate to apply if they don't meet every requirement. However, we encourage you to apply if you are excited about this opportunity, even if you don't possess all the listed

qualifications. We are committed to fostering an inclusive, diverse, equitable, and accessible workplace for all. Your unique experiences and perspectives are valued.

**COMPENSATION**

Annual salary range is \$75,000-\$90,000 with opportunity for bonus compensation annually. Comprehensive benefits offered.

For additional information on this opportunity, please contact:

**Bryan Brown**

*President and CEO*

864-686-5130, ext 101

[bbrown@greenvillehousingfund.com](mailto:bbrown@greenvillehousingfund.com)

**Applicants may send resume and cover letter to:**

[Careers@greenvillehousingfund.com](mailto:Careers@greenvillehousingfund.com) with subject line "ACE Director"

**Or**

Greenville Housing Fund

Attn: ACE Director

1615 Wade Hampton Blvd, Ste A

Greenville SC 29609