Job Opening
Director of Public Policy

Citizens’ Housing and Planning Association (CHAPA) is the non-profit umbrella organization for affordable housing and community development activities in Massachusetts. Established in 1967, CHAPA has a diverse and active membership of more than 1,500 individuals and organizations, including volunteers and professionals in the private, public, and non-profit sectors. CHAPA pursues its goals through advocacy with local, state and federal officials; research analysis; education and training; and programs to expand rental and homeownership opportunities. For more information, please visit www.chapa.org.

Key Job Responsibilities
The primary responsibility of the Director of Public Policy is to develop, direct and implement CHAPA’s public policy agenda. The Director of Public Policy will report to CHAPA’s CEO.

Specific Responsibilities
• Take the lead working with CHAPA’s Board, Policy Leadership Council, staff, and partners to develop, direct, and implement CHAPA’s policy agenda, including legislative and budget priorities.
• Lead communications and advocacy with state and federal legislators, administration officials, and their staff.
• Write and present testimony; draft and analyze legislation and budget requests; and develop comments, position papers, and memos.
• Staff key CHAPA Policy Committees and coalitions.
• Speak with the press on affordable housing issues and CHAPA’s position.
• Manage staff on the policy team, and coordinate with other CHAPA staff teams.

Qualifications
• Experience developing and implementing a public policy agenda and building coalitions to support that agenda.
• Strong experience with, and knowledge of, the legislative process in Massachusetts; federal experience and knowledge a plus.
• Excellent writing skills, including the ability to draft statutory language.
• Proven ability to build consensus with people from a broad range of experiences, including government officials, legislators, other advocates, and people with lived experience.
• Proven ability to quickly analyze and respond to legislative proposals.
• Experience and confidence speaking effectively with the media.
• Experience managing staff.
• Sensitivity to the needs of people of low incomes and avid dedication to increasing affordable housing access and opportunities in Massachusetts.
**Salary:**
The salary range is $90,000-$105,000, based on experience. CHAPA also provides a generous package of benefits including vacation and sick time, health insurance, short-term disability insurance, life insurance, and retirement benefits.

**To Apply:**
Candidates of diverse backgrounds are encouraged to apply. Please submit a cover letter and resume to Karen Wiener at kwiener@chapa.org by **5:00 pm on Friday, June 23, 2023.**

CHAPA is an equal opportunity employer.