

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.