

ABOUT THE HOUSING PARTNERSHIP NETWORK

Housing Partnership Network (HPN) is an award-winning membership network of 100 of the nation's leading affordable housing and community development nonprofits. Together, our mission is to help millions of people gain access to affordable homes and thriving communities that offer economic opportunity and an enhanced quality of life. We firmly believe everyone deserves to live in a vibrant community where housing fosters dignity, opportunity, and well-being.

Since our founding in 1992, HPN has collectively served over 11 million people; developed, rehabilitated, or preserved about 400,000 affordable homes; and launched 14 successful social enterprises. Our work has been recognized with honors including the MacArthur Award for Creative & Effective Institutions and Wells Fargo NEXT Award for Opportunity Finance. Learn more at www.housingpartnership.net.

OUR COMMITMENT TO DIVERSITY AND EQUITY

HPN is committed to creating a diverse and equitable environment and is proud to be an equal opportunity employer. HPN recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status and other protected status. We believe that the more inclusive we are, the better our work will be. We aspire to build a diverse team, one that better reflects the people and communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

WE VALUE

Racial Equity - We are committed to diversity, equity and inclusion at HPN, and helping members advance initiatives that dismantle long-standing systemic racial biases and discrimination to achieve economic and social justice.

Collaboration - We are a true network. We believe in the power and benefits of broad engagement, empowerment and collaboration.

Connection - We actively build relationships that connect people, ideas, and organizations to forge new paths for improving communities.

Inclusion - We recognize our power comes from the collective and cooperative nature of our work, based on an environment that is inclusive of diverse experiences, backgrounds and perspectives.

Respect - We are open, honest, and respectful in all of our interactions which strengthens our relationships, our mission, our work with colleagues and members, and ultimately the lives of the people we all serve.

Transformation - We work with our members to transform our industry by creating systemic solutions to help people who live in our communities to thrive.

ABOUT THE ROLE

The Senior Associate, Governance and Membership is a key member of the Peer Exchange Team, which is responsible for membership, peer exchange, policy, and innovation. Working closely with the VP, Membership and International Exchange, and the EVP of Peer Exchange, Policy, and Innovation, the Senior Associate is responsible for multiple aspects of membership and governance administration, interacting with staff throughout the organization, HPN members, boards, and board committees. The Senior Associate is responsible for project management of HPN's peer exchange activities and key items that emerge from board and committee meetings. In addition, the Senior Associate works closely with our Knowledge Management Team in developing and executing on strategies to collect and manage member data.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATION

Membership

- Review and assess membership applications, perform due diligence, and produce reports for internal management and the board's membership committee.
- Manage the online application and pre-application forms, making revisions as necessary and streamlining tracking and management of the member prospect pipeline.
- Responsible for developing and implementing new member integration strategies.
- Manage the annual membership renewal process.
- Lead member information services, collecting, curating, and disseminating relevant member news, serving as an internal expert on current activities being undertaken by members.
- Provide internal leadership to the Peer Exchange, Policy, and Innovation Team in contract management, training (including facilitation training), and staff meeting management.

Governance

- Manage communications, scheduling, implementation, and follow-up of the board and board committee meetings of HPN and its affiliated companies.
- Responsible for preparation and distribution of board and board committee meeting materials.
- Attend and manage board and committee meetings, recording and editing meeting minutes, and assessing and managing follow-up and tracking of deliverables.
- Ensure compliance and maintain governance records and documents.
- Evaluate board composition, identify gaps, and assist with cultivation of prospective board members.
- Staff expert on governance, keeping up to date on board management best practices and appropriately integrating them into operations.
- Leads HPN's board information and engagement activities, including development of a board resource center.

PROJECT MANAGEMENT

Membership and Peer Exchange

- Responsible for project management and resource development for HPN's year-long series of member virtual meetings for communities of practice as well as cross-cutting topics.
- Responsible for project management of the Strength Matters Management Team, which plans the annual conference and other activities of an industry collaborative on financial management among HPN, NeighborWorks America, and Stewards of Affordable Housing for the Future.
- Manage multiple aspects of planning and execution of HPN's semi-annual member meetings.
- As noted above, ongoing project management and facilitation of staff meetings of the Peer Exchange, Policy, and Innovation Team, as well as special projects throughout the year.

Governance

- Responsible for identifying, tracking, and managing delivery of key items that emerge from board and committee meetings.
- Create and manage an information and resource center for the board and committees.

KNOWLEDGE MANAGEMENT

- Work closely with the Knowledge Management Team to identify, collect, analyze and manage member data.
- Work with the Knowledge Management Team in the growth and expansion of HPN's state-of-the-art Knowledge Center, a comprehensive business intelligence tool that captures the impact of HPN and its members.

QUALIFICATIONS

- BA/BS or comparable related experience.
- 5+ years of professional experience, preferably in the community development and/or affordable housing industry, with demonstrated understanding of current housing and community development issues.
- Solid understanding of corporate governance, with a high level of integrity and discretion in relation to matters of a sensitive and/or confidential nature.
- Demonstrated ability to collect and maintain clean, actionable data. Strong data analysis skills with experience analyzing, measuring, and articulating program results and outcomes.
- Excellent computer/technology skills. Experience with customer relations management software and business intelligence (BI) tools is highly desirable.
- Self-starter with careful attention to detail and strong organizational, project management, writing, and presentation skills.
- Collaborative professional, who excels at relationship-building and communicating effectively with all levels of staff, Board, and members.

OTHER

- Preference for this position to be based in our Boston office, but location may be flexible.
- Moderate travel (4-8 times per year) required.

TO APPLY

Please submit cover letter and resume [here](#)