

Policy Associate

The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,300 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP seeks a **Policy Associate** who supports BRHP's mission and purpose and will support the organization in advocacy and organizing. Reporting to the Managing Director of Operations and Program Evaluation, this position will ensure the organization is providing expert testimony and advocacy on federal, state and local matters relevant to the organization and its stakeholders. The position requires someone that can serve as an organization-wide leader and competencies in both organizational macro-level and programmatic micro-level matters.

Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work for the **Policy Associate**. This is not a complete listing of all responsibilities, duties, or skills required.*

- Engage with Executives, department heads, Board members, internal and external stakeholders to communicate policy and/or policy changes related to housing and economic development.
- Monitor federal, state and local legislation and rule-making relevant to the organization and all BRHP stakeholders.
- Advise the leadership team of legislation and rule-making relevant to BRHP and stakeholders.
- Collaborate with industry advocates to build areas of common interest.

- Testify before government committees in support of the organization and/or industry.
- Explore and track legislative policies and agency rulemaking related to housing and how it impacts the socioeconomic barriers or gains of our participants.
- Prepare, write, review, and send legislative testimonials and effectively give a testimony to a legislative audience.
- Contact elected officials using various mediums of communication.
- Research and monitor legislative activities that could affect the primary functions of the organization and/or industry.
- Build and maintain professional relationships with members of federal, state, and local government entities and agencies.
- Build and maintain professional relationships with other organizations, coalitions, and advocacy groups.
- Assist in developing and preparing BRHP stakeholders for testimony and public speaking engagements.
- Is familiar with applicable laws, regulations, policies, and best practices related to housing, urban development and other related industries.
- Respond to requests from the organization for information from legislative bodies.
- Perform other related duties as assigned.

General Requirements

- Honesty and integrity
- Strong work ethic
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Ability to work in a fast-paced, team environment
- Ability to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population
- Excellent written and oral communication skills
- Sense of humor

Qualifications

- Bachelor's degree in political science, public policy or a related field.
- At least 3-5 years of work experience.

Preferred Qualifications

- Prior experience working with a Housing Choice Voucher program, other affordable housing program, housing advocacy organization, or advocacy organization focused on populations with low incomes.

How to Apply

- Submit a cover letter tailored to the **Policy Associate** opportunity and resume to resumes@brhp.org
- For more information about the organization, visit www.brhp.org
- Job Type: Full-time, plus benefits.
- Annual Salary: \$48K-\$53K

****Please note:** Though we are currently operating under a hybrid work model, an onsite/in-office presence is required! In addition, under the guidance of the Equal Employment Opportunity Commission (EEOC) on workplace COVID-19 vaccination policies and in accordance with BRHP's duty to provide and maintain a workplace that is free of known hazards to protect the health of our employees, their families and our customers, BRHP requires employees to provide proof of the COVID-19 vaccination when asked. Effective July 1, 2021, newly hired employees must provide proof of the COVID-19 vaccination (including initial doses or booster) at Onboarding or within 30 days of the hire date. Only an approved reasonable accommodation will be accepted to be exempted from this requirement for newly hired employees. If proof of the COVID-19 vaccination is not provided at or before Onboarding, then a negative COVID-19 test taken within the last 72 hours must be submitted on your first day in the office. **