



JOB DESCRIPTION

EFFECTIVE DATE 006/01/2022

**Supportive Housing Providers Association
(SHPA)**

Position Title: Director of Policy & Strategy

Reports To: Executive Director

Mission Statement:

To strengthen the supportive housing sector so that people have access to affordable housing and can survive and thrive in their community with services individually tailored to their needs.

Vision Statement:

We equip our members, including people with lived experience, with research-based practices for the effective use of existing resources and advocacy programs to increase the resources required to build and sustain the full range of supportive housing options.

Position Summary:

The Director of Policy and Strategy is the lead coordinator in the development and facilitation of the SHPA statewide advocacy plan for the increase of supportive housing opportunities in Illinois and the coordination and facilitation of the statewide advocacy committee as outlined in the SHPA strategic plan. The Director will also research policy and develop advocacy campaigns on issues related to SHPA’s legislative agenda. The Director’s goal is the preservation and increase of supportive housing capacity and funding for supportive services. The Director reports directly to the Executive Director. The position is full-time and offers paid vacation/holidays. SHPA does not currently offer medical benefit, however SHPA does provide enhanced compensation for the individual purchase of such benefits. The Director may work remotely from home yet is expected to spend 75% of session days in Springfield.

Policy & Strategy:

- Oversee legislative and administrative advocacy efforts on issues that impact association mission and policy priorities to achieve established outcomes, including identify policy goals & strategies and timely research topics of priorities, in collaboration with Legislative & Advocacy committee and staff, under the supervision of the Executive Director
- Develop, organize, and conduct statewide advocacy campaigns, regionally and community based when necessary and including social media and other media outlets as needed, while tracking and reporting outcomes to Executive Director, Legislative Committee, Board, and stakeholders.
- Provide written and oral testimony to policymakers, monitor, and lobby relevant stakeholders, and coordinate all digital advocacy strategies.
- Collaborate with advocate partners and non-traditional partners, at the state & federal levels of government, and taking the lead when necessary to increase efficacy of statewide advocacy campaign.

- Act as the Illinois Captain for Capitol Hill Day at the annual National Alliance to End Homelessness Conference in Washington, D.C. to advance Federal Legislative priorities

Legislator & Stakeholder Engagement

- Schedule and facilitate meetings with state and federal lawmakers, in district and Springfield during legislative session.
- Represent SHPA at meetings with state & federal policymakers, state agency officials and leaders, and participate with other advocacy groups and coalitions to advance SHPA's legislative agenda and other policies deemed necessary to advance SHPA's mission and reach desired outcomes.
- Plan, Coordinate and promote all advocacy and legislative events
- Develop and implement stakeholder trainings on advocacy initiatives and provide policy and advocacy communication training.
- Assist SHPA members to cultivate relationships with elected officials.

Research and Data Analysis

- Conduct and supervise research related to SHPA's legislative priorities, including conducting focus groups, listening sessions, and stakeholder surveys with membership and other community stakeholders gathering information to develop SHPA policy priorities
- Conduct research and prepare FACT sheets, both in aggregate and by legislative districts, that apply subject-matter knowledge to the advancement of advocacy and organizing goals.

Marketing/Communications & Material Development

- Serve as the agency's central communication liaison for all advocacy activities, ensuring timely and professional communications with relevant stakeholders and organizations across the state.
- Edit and/or author public-facing, written research ranging in length from brief analyses to longer reports.
- Monitor and update Advocacy page of SHPA's website mechanisms including online platforms and toolkits to streamline processes for membership engagement in advocacy campaigns.
- Prepare and distribute Advocacy Alerts & Call to Actions including tracking membership participation.

General Operations

- Staff and support SHPA Legislative Committee & CoC Committee and any sub or ad-hoc committees as needed.
- Organize SHPA Regional Meetings and Conferences with other SHPA staff.
- Serve on the organizations management team along with Executive and Board leadership.
- In cooperation with SHPA's Executive Director recruit and supervise interns or other staff as assigned to advance SHPA's Legislative Agenda and Strategic Plan to achieve desired outcomes
- Serve as in-house expert on advocacy goals and strategies and increase staff awareness of these topics and strategies.
- Assist with grant writing process, including editing, assembling, and evaluating applications related to program activities.

- Always maintain compliance with grant requirements, including tracking grant deliverables such as program participation, maintaining required documentation, and managing reporting, follow-up, and evaluation requirements
- Perform other duties as assigned.

Qualifications:

- Four or more years of experience in non-profit policy, advocacy, and community organizing.
- Relationship builder: able to relate well with a wide variety of individuals.
- Meeting facilitation.
- Self-directed, self-starter
- Excellent communication skills, both written and verbal.
- Strategic thinker who learns quickly and possesses good judgment
- Well-organized.

Required:

- Access to a car for statewide travel
- Access to cell phone for regular business-related communications
- Proficient in Microsoft Office 365 & Service Point programs, especially Outlook, Word, Excel and PowerPoint
- Proficient with social media platforms such as Facebook, Twitter, Instagram and others that will advance SHPA’s advocacy efforts.

Salary & Benefits:

- \$50,000 to \$60,000 per year (includes stipend for medical benefits)
- Generous vacation package
- SHPA does not currently offer any medical benefits, however, SHPA does provide increased compensation for the self-purchase of such benefits included in the salary noted above.

Further Information:

Classification: Full-time exempt.

Staff Name (print): _____

Staff Signature _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

The Supportive Housing Providers Association is an Equal Opportunity Employer.