



EMPLOYMENT OPPORTUNITY

Local Initiatives Support Corporation (LISC) Philadelphia /
Pennsylvania Housing Alliance (HAP)

Coordinator of Southeastern PA State Affairs

Title: Coordinator of Southeastern PA State Affairs
Reports to: LISC Executive Director and HAP Executive Director
Supervises: Student interns when available
Salary Range: Competitive, plus excellent fringe benefits
Based in: City of Philadelphia

Position Summary

The Policy Director will assist LISC and HAP in a collective effort to develop and implement a shared state-wide policy and advocacy strategy to support housing and community development. Responsibility for managing this role will be shared by LISC/HAP, with specific components of the work overseen by either partner according to agreed upon priorities and activities. The oversight model for this role is anchored in LISC/HAP shared policy goals and builds upon consistent communication and partnership between LISC and HAP. The Policy Director will work with the respective staff and boards of LISC and HAP to establish a leadership model that moves our coordinated agendas forward.

Objective

This position requires an individual with both a big picture understanding of how to build overarching agendas and partnerships AND proven skills to complete successful advocacy work. Director will be responsible for staffing key advocacy campaign efforts such as vacant properties legislation, particularly tax foreclosure reform and state housing trust fund campaign. Director will establish a network of relationships with state legislators and the Governor's office. Support an effective collaboration of cohorts to form a powerful policy model that: bridges community development, housing, and other partners; frames neighborhoods as part of economically competitive states and regions; and forms a powerful lobbying constituency that injects multiple resources into Pennsylvania communities.

Primary Responsibilities

- Development and implementation of policy and advocacy strategies in accordance with the organizations' missions and strategies
- Build and maintain a highly visible presence in statewide housing and community development policy arenas
- Represent LISC and/or HAP at national, state and local forums, conferences and meetings

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- Develop foundation, corporate and government proposals
- Assess existing state resources invested in built communities and develop a work plan for change to include legislation or other action critical to success
- Staff policy committees of LISC and HAP
- Provide consistent and ongoing link between existing network of southeastern PA housing and community development advocates and a wider array of diverse partners
- Educate and empower southeastern PA delegation to represent housing and community development in Harrisburg
- Develop concept, briefing and policy papers and other documents related to policy efforts

Required Qualifications

- Master's degree or equivalent education in Public Policy, Law, Public Administration, Planning or related field required. Education may be substituted for six years related experience with a proven record
- Thorough knowledge of affordable housing and community development
- Knowledge of state and local government processes related to housing and community development
- Ability to travel around the state
- Demonstrated proficiency in the following: written and verbal communication skills; interpersonal, collaboration and facilitation skills; computer skills
- Strong analytical, public speaking and research skills
- Experience with development, implementation of policy/advocacy campaigns
- Comfortable being in a high-profile position
- Ability to function effectively in a dual reporting environment

To apply, qualified candidates should email resume and cover letter to:

paresume@lisc.org

Qualified candidates can also mail resume and cover letters to :

Mark Edwards
Executive Director
LISC
718 Arch Street, Suite 500 South
Philadelphia, PA 19106

All responses must be received by December 15, 2007.

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