



Job Posting - CDAD Policy Project Manager

CDAD is seeking an experienced candidate to join our Public Policy Team. This position will help advance CDAD's policy priorities, coordinate CDAD and LISC Detroit's joint work on the Regional Housing Partnership, lead advocacy around Detroit's Master Plan of Policies, zoning reform, and CDBG, work with a variety of coalitions, and engage CDAD's diverse membership in organizing and advocacy efforts to advance equitable development in Detroit. More information on our public policy work can be found [here](#).

Reporting

This position reports to CDAD's Deputy Director and works directly with the Public Policy Director and coordinates work across CDAD's five divisions of work.

Core Responsibilities

- Work with CDAD members and staff to create annual public policy agenda: engage members, coalition partners, and partners to develop policy priorities that advance equitable development and support the work of our members
- Create opportunities for CDAD members to participate in our public policy work through public education, training/workshops, and facilitating shared action
- Co-leading CDAD's public policy committee with the Director of Public Policy: recruiting and onboarding members, facilitating meetings and action, tracking decisions, etc.
- Leading CDAD's work on an equitable Master Plan of Policies, Zoning, and Community Development Block Grants
- Representing CDAD on local, state, and national coalitions/committees
- Keep abreast of local, state, and federal policies that impact our members
- Work with CDAD staff to create public education materials and messaging associated with CDAD's policy agenda
- Coordinate CDAD and LISC Detroit's work around the Regional Housing Partnership by supporting a collective impact effort of four committees, steering committee, and partners table
- Build and maintain the profile of CDAD as a leader in the community development policy field
- Monitor, analyze and report on policies, programs and legislation that impact our members and the environment they work within.
- Conduct research, write reports, and develop public education materials that support CDAD's advocacy efforts
- Participate in committee meetings of other CDAD departments to align the organization's policy advocacy and member services work.
- Track City of Detroit activity, provide comments that represent CDAD's position during comment periods

- Support CDAD events including membership meetings, annual community development conference, and caucus meetings

Qualifications and Requirements

- Ability to work with a diverse set of stakeholders, including community development organizations, block clubs, CDFIs, intermediaries, academic institutions, government officials
- At least 5 years related management experience in public policy, community development, urban planning, community organizing, real estate development, or public health
- Experience with a variety of facilitation techniques to bring groups to consensus, present complex information, and move groups through action
- Ability to draw connections between CDAD policy priorities and opportunities for partnership, advocacy, and education
- Ability to work independently with minimal direction and as part of a team
- Proven experience in project management and multiple project coordination
- Knowledge of federal, state, and municipal housing programs and land use strongly preferred.
- Demonstrated experience in policy analysis, developing successful advocacy campaigns, and knowledge of grassroots organizing
- Experience in media relations and communications.
- Proven ability to transform influence into action through written and interpersonal communications including newsletters, social media, and policy briefs

Compensation & How to Apply

Salary range is \$55,000 to \$60,000 with benefits, including health, dental, generous paid time off, 3% retirement match, and flexible work environment.

Interested candidates should email a cover letter outlining their interest and qualifications, a resume, and a writing sample to info@cdad-online.org with a subject line of Public Policy Manager Application. Only candidates that will move forward with an interview will be contacted.

CDAD is an equal opportunity employer. We are committed to creating an equitable and inclusive organization. Our core values are equity, diversity, integrity, and respect. Candidates from all equity seeking groups are encouraged to apply.

This posting will be open until a suitable candidate is found.