JOB ANNOUNCEMENT:

**Senior Manager, Public Policy and Advocacy**

Building Changes seeks a Senior Manager for Public Policy and Advocacy. This position is a key member of our program staff and we are looking for someone with the unique ability to articulate how legislation impacts programs and conversely, how programs can be supported with legislation. This person will act as liaison to external stakeholders and seek to collaboratively advance BC's legislative and policy priorities. They will monitor, analyze and track local, state and federal legislation, regulation and implementation in targeted policy areas. The Senior Manager conducts needed research on federal and state policy, regulatory trends, implementation practices, best practices, and legislation to improve support services, public benefits, and affordable housing for people experiencing homelessness and housing instability. The work of the Senior Manager informs and educates key partners, including policy makers, peer non-profits implementing programs, funders/donors, the business community, advocacy community, the media, and the general public about policy platforms and opportunities for mobilizing our constituents to align funding and policies toward practices proven to end homelessness and increase housing stability. The Senior Manager for Public Policy and Advocacy reports to the Director who oversees Capacity Building, Statewide Grantmaking and Policy.

**Our Mission**

Building Changes believes everyone in Washington can be stably housed. We strengthen the leaders, organizations, and systems that make it possible.

**Our Work**

Building Changes acts as a “compassionate engineer,” designing and implementing a better system to address homelessness. We work with nonprofits, government and philanthropy, knitting together their singular efforts into a coordinated system that works for young people and families who struggle to remain housed. We believe that by changing the systems that respond to homelessness, we can help communities make more efficient use of their resources—and ultimately, transform lives. We conduct all of our work through the lenses of Racial Disparities and Disproportionality; Measurement, Learning and Evaluation, and; Results Based Leadership.

**Job Responsibilities**

- Project manage various policy and advocacy related initiatives with external stakeholders and internal teams
- Collaborate with program staff to integrate learnings across policy and program work; translate policy into program implementation
- Monitor, analyze, and track federal, state and local legislation, regulation and implementation in targeted policy areas.
- Represent Building Changes in a variety of venues and with various stakeholders
- Develop and pursue annual State legislative priorities; work with external partners to advance shared items and with internal partners to understand impact of legislation
- Support the Strategic Relations Committee of the Board that provides strategic oversight to Policy/advocacy work
- Research federal, state and local policy, regulatory trends, best practices, resources, and legislation
• Translate research into polished reports, presentations, support collateral for internal and external audiences.
• Assist in collaborating with and growing new public and private partners.
• All Building Changes employees contribute to collecting and maintaining agency information including updating the contact database and running reports.

The successful candidate will have a combination of the following experience (related, but non-listed experience will be considered)

• Bachelor’s degree preferred plus five to eight years of related experience; or equivalent combination of education and experience
• Passion for Building Changes’ mission and work in increasing housing stability
• Excellent verbal and written communication skills, including an ability to communicate technical information clearly to non-policy oriented audiences.
• Demonstrated facilitation skills; skills in group process and team leadership a plus
• Demonstrated project management skills
• Excellent conceptual and analytic skills
• Experience working at a county, state or federal government/legislature level on similar issues is desired
• Familiarity with county, state and/or federal legislative process and governmental structures
• Ability to maintain professionalism and confidentiality in sensitive, complex, and/or controversial situations
• Ability to work both independently and on collaborative teams and the capacity to manage multiple goals and projects concurrently and meet deadlines in a fast-paced environment
• Experience working with diverse populations
• Willingness to travel occasionally throughout the State
• Characteristics this person will demonstrate are: integrity, self-direction, attention to detail, flexibility, leadership, grace under pressure, ingenuity, and mutual respect for coworkers

To apply for this position, please email cover letter and resume to: jobs@buildingchanges.org – Subject: Senior Manager. For more information please visit our website at www.buildingchanges.org.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.