**East Bay Housing Organizations**

**Policy Manager**

Full-Time, Exempt - $70,000-$83,000, Dependent on Experience

Hybrid Remote/In-Person, Based in Oakland, California

East Bay Housing Organizations (EBHO) is a member-driven organization that preserves, protects and creates affordable housing opportunities for low-income communities through education, advocacy, organizing and coalition building.

**Job Summary**

EBHO is seeking someone who cares about making a difference for people experiencing the region’s affordable housing and displacement crises, working at the intersection of policy and organizing. The successful candidate will focus on deepening our engagement in coalitions and campaigns dedicated to winning more robust tenant protections and other anti-displacement policies, especially in Contra Costa County. This position is ideal for a mid-career professional who has the brain of a policy wonk and heart of an organizer.

Under the direction of our Program Director, the Policy Manager will work closely with our Policy Director, Program Director, and Policy Associate as well as the members of our Organizing and Membership and Communications Teams. The Policy Manager will represent EBHO and our members in local and regional coalitions that are fighting for more affordable homes and stable communities, with a particular focus on tenants’ rights and other tenant-led housing solutions. They will positively contribute to diverse coalitions, campaigns, and membership spaces by bringing housing policy expertise, advocacy and organizing skills, and a compassionate, listening ear to their work. They will analyze and advocate for policies through a racial equity and housing justice lens, research affordability and displacement problems and solutions, and prepare written campaign-related materials, such as comment letters, memos, fact sheets, and talking points. They will forge and deepen relationships with and between EBHO members, coalition partners, and city- and county-level government staff and elected officials.

The Policy Manager will support and be supported by our small and tight-knit staff team, as well as our dynamic and diverse network of members and partners. They will work with the best affordable housing experts and advocates in the Bay Area and connect with community-based organizations, mission-driven housing providers, grassroots advocates, and affordable housing resident and tenant leaders. Our team is diverse but united in our passion for housing justice and social justice. We work hard and also value balance, self-care, family and community.

**Duties and Responsibilities**

* Developing and advocating for positions on tenant protections and other anti-displacement policies at the local level in the East Bay, including testifying at public hearings, submitting technical comments, communicating with the media, and mobilizing members and allies through a range of advocacy tools.
* Conducting campaign-related data research and analyses to strategically inform the public and policymakers about affordability and displacement problems and solutions.
* Writing comment letters, research reports, media pieces, talking points, and calls to action on campaign-related issues in partnership with our Campaign Coordinator and Strategic Communications Manager.
* Representing EBHO’s policy perspective in local and regional coalitions, with a particular focus on tenants’ rights. Fostering mutual education and understanding among coalition partners with different perspectives but shared goals.
* Building and maintaining relationships with partner organizations, government staff, and city and county officials, particularly in Contra Costa County.
* Supporting EBHO’s Regional Policy Committee, the main body of our members following regional policy and common local policy issues (land use, inclusionary zoning, transit-oriented development, tenants’ rights, etc.)
* Assisting with organization-wide duties, such as staff meetings and retreats, membership engagement, event support, DEI work, and more.

**Required Qualifications**

* At least four years of relevant workplace or lived experience in community-oriented or social justice work, such as in government, policy advocacy, tenant legal aid, community or tenant organizing, or community development.
* Demonstrated success in project and/or team management where the goal was to make policy or organizational outcomes more equitable.
* Demonstrated ability to collaborate and build relationships with a diverse network of people across a wide range of social and organizational positionalities.
* Ability to quickly and accurately read, analyze, and synthesize policy language and research, and translate complicated policy information to make it accessible to various audiences.
* Ability to write technical and educational letters and documents on detailed policy issues.
* Comfort working within the pace and structure of a progressive and professional non-profit environment, including working during regular day-time business hours, meeting deadlines, being responsive via written/online communication tools, participating in Zoom and in-person meetings, managing administrative responsibilities, etc.
* Demonstrated experience and skill working in racially and economically diverse communities and coalitions with diverse communication and work styles.

**Desired Attributes (“Pluses”)**

* Understanding of community dynamics, history, and political landscape in the Bay Area, particularly Contra Costa County.
* Demonstrated interest in and knowledge of tenants’ rights and housing justice issues.
* Understanding of city and county policymaking process (e.g. ordinances, grants, budgeting, etc.)
* Demonstrated ability to conduct campaign-related policy research and data analysis.
* Comfort facilitating meetings, giving public presentations, speaking to the media, and having conversations with a wide range of stakeholders.
* At least 1 year of experience supervising, managing, teaching, or mentoring.

**Hybrid Work and On-Site Safety:**

EBHO’s staff are currently primarily working remotely, with an expectation that full-time staff work in our spacious downtown Oakland office at least one day a week to facilitate collaboration with the understanding our goal is to return 2-3 days per week. Schedules are flexible to some extent, but staff are expected to be generally available and responsive during day-time hours of 9-5. Permanent employees must reside in the state of California. While much work can and will be performed remotely, employees must live within reasonable commuting distance of Oakland to take part in on-site work and events as needed, and to be connected with the community we serve. EBHO follows all Alameda County public health guidance, currently requiring masking, vaccination, and social distancing in the office and at events. We require employees to provide proof of up-to-date vaccination against COVID-19, unless they can provide documentation for a medical exemption. We may adjust our hybrid work schedule and expectations as public health conditions change.

**Compensation:**

EBHO is a small organization with a transparent salary structure. Starting salary for this mid-level position is between $70,000-83,000 annually, dependent on experience.

EBHO offers a generous benefits and leave package including 14 paid holidays, 5 personal/floating days, sick leave, ability to accrue 2-4 weeks of vacation depending on tenure, opportunity to participate in 401(k) plan with employer match, and 100% of premium paid on employee basic dental and health care plans (we do not pay for dependent premiums).

**To Apply:**

Please send a PDF of your resume and a thoughtful, tailored cover letter as a single document to [staff@ebho.org](mailto:staff@ebho.org) with the subject line “Policy Manager.”

***EBHO is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, age, or any other protected category. We strongly encourage all qualified persons, including women, people of color, LGBTQ persons, and people of different levels of physical ability, to apply for this position.***