

Director of Policy & Advocacy

Position Profile

March 2024



Alliance Overview

The Community Development Alliance (CDA) is a coalition of residents, funders, implementors, and other allies from the public and private sector advancing racial equity by providing a quality affordable home for every Milwaukeean. CDA focuses on systemwide collaboration by implementing the five elements of collective impact: (1) Common Agenda, (2) Shared Measurement, (3) Mutually Reinforcing Activities, (4) Continuous Communication, and (5) Backbone Organization. CDA creates new systems that are too complex for one entity to handle by themselves. In 2021, CDA led the first Collective Affordable Housing Plan adopted by the City, County, and several funders and implementors. In 2022, CDA raised more than \$24 million to support Black & Latino Homeownership. In 2023, CDA launched an Acquisition Fund to buy homes away from predatory investors and return them to homeowners, an Entry Level Homes on Vacant Lots strategy with more than 150 homes in the pipeline, and downpayment assistance for more than 600 families per year.

CDA’s offices are located in the Homeownership Lab, located at 3800 W. Lisbon Avenue, Milwaukee, Wisconsin. All CDA staff work in hybrid roles, with 2 days in person at the Homeownership Lab each week, and the remainder virtual.

CDA’s current priorities are:



Grow homebuyer counseling & down payment assistance (DPA)



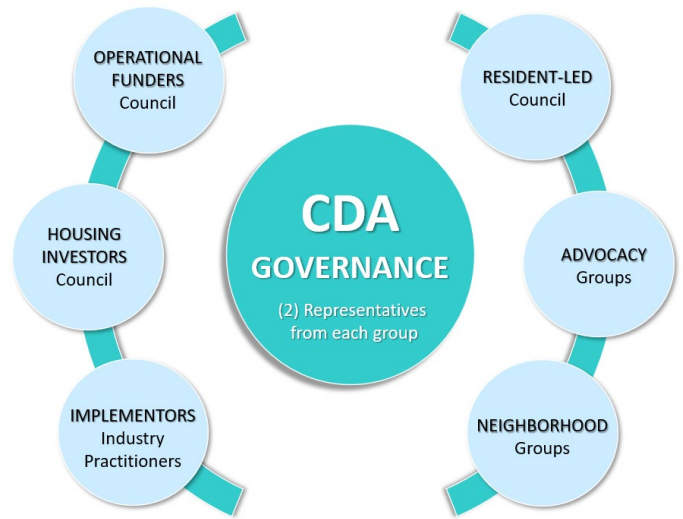
Acquisition Fund to combat predatory acquisition



Vacant Lots to 1st Generation Homes



Alternative lending based on rental history and 40 – 60% debt-to-income



Position Overview

CDA is seeking a passionate and project management oriented individual who will develop and implement a policy and advocacy agenda for the alliance. The Director of Policy & Advocacy will be a dynamic leader who can collaborate with a broad range of allies to develop consensus with housing allies on priority City, County and State policy goals. They will also coordinate the CDA Policy & Advocacy Council, which includes organizational allies from multiple sectors adjacent to housing, including community organizing agencies, neighborhood anchor institutions, advocacy organizations, financial institutions, and other corporate allies. The position reports to the Chief Alliance Executive. This is an outstanding opportunity to play a critical role in creating a more equitable housing system in Milwaukee ensuring that every Milwaukeean has access to a safe, affordable home. Therefore, first and foremost, the Director of Policy must be committed to the mission, values and overarching goals of CDA and the [Collective Affordable Housing Plan](#).

This is a hybrid position which includes at least two days a week in office, together with various in person meetings throughout Milwaukee, and occasionally in other areas of Wisconsin.

Responsibilities

Project Management of Policy Initiatives

- Establish, facilitate, and execute effective and open communication with policy allies.
- Build consensus among policy allies of priority policy initiatives (“Priority Policies”).
- Utilize the Government Alliance on Race & Equity (GARE) Racial Equity Toolkit, and work with Chief Alliance Executive and outside researchers to develop policy best practices.
- Collaborate with allies to develop strategy to ensure successful outcomes of Priority Policies
- Partner with CDA’s Director of Resident Collaboration, to collaborate with residents on development of strategy.
- Develop and manage project charters and dashboards for accountability.
- Provide regular reports on progress against goals and indicators.

Policy Ally Relationships and Communications

- Identify and recruit policy allies to participate in CDA’s Policy & Advocacy Council
- Provide support and guidance to ally organizations in aligning policy resources towards Priority Policies.
- Partner with CDA’s Communication team to develop Talking points on Priority Policies.
- Track progress of all Priority Policies and communicate progress to allies.
- Develop relationships with potential funders and participate in relevant networks.
- In partnership with communications team, develop communications materials, press strategies, and social media strategy as Priority Policies evolve.

Advocacy & Lobbying

- Develop advocacy and lobbying strategies for Priority Policies.
- Organize support letter campaigns and attendance at identified public hearings.
- Work with ally lobbyists to inform government officials of Priority Policies.
- Comment on drafted legislation.
- Track legislation related to Priority Policies.
- Register as a City, County and State lobbyist; track and report on all of CDA’s lobbying activities.
- No more than 50% of position’s time will be “lobbying” as defined by the Internal Revenue Code.
- Coordinate letters of support and attendance at hearings as requested by allies

Qualifications and Experiences

- Relevant experience in racial equity, community development and/or equitable housing areas.
- Experience in navigating community, government, organizational, and corporate relationships and systems.
- Demonstrated commitment to authentic resident and community collaboration.
- Strategy and planning skills, including an ability to think strategically at systemic levels over multi-year horizons.
- Strong facilitation and presentation skills before multiple types of audiences.
- Experience with project management .
- Outstanding communication, interpersonal and relationship building skills.
- Comfort with ambiguity and ability to thrive in a fluid, start-up, entrepreneurial environment.
- This posting intentionally does not require a bachelor’s degree in an effort to [Tear The Paper Ceiling](#).
- We recognize that no one candidate is likely to possess immediate knowledge on all job responsibilities and look forward to investing in continued training for the successful candidate.

INSTRUCTIONS FOR APPLICANTS

Please submit all items below, combined into one PDF document with a file name in the format “[First Name] [Last Name] – Director of Policy Application, at www.housingplan.org/joinourteam no later than **5:00 p.m. CT on Friday, April 12, 2024**: A letter of interest describing your qualifications for this position, addressed to: Teig Whaley-Smith, Chief Alliance Executive, Community Development Alliance, 3800 W. Lisbon Ave., Milwaukee, WI 53208; a detailed and updated resume; and the names of, your relationship to, and the contact information for, three professional references. Questions may be emailed to ideas@housingplan.org.

Please note:

References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

The compensation range for this position is \$75,000 - \$85,000/year. Other benefits include a 3% 401K contribution and a healthcare insurance stipend.

CDA utilizes a professional employer organization as employer of record and for payroll and 401K administration.

The Community Development Alliance honors the diversity and dignity of all people. We place emphasis on integrity and advancing solutions that are effective and just. Racial equity and inclusion guide where we lead and follow to support and collaborate with the community. CDA celebrates difference and commits to work with urgency and purpose to purge racism from our foundation and society’s systems and topple hate and discrimination in all its forms. CDA is an equal opportunity employer and encourages people of all backgrounds to apply.

