



Job Description: Advocacy and Research Specialist

I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. Its purpose is to build the capacity of Habitat affiliates by increasing access to resources, facilitating communication between affiliates and the community, and providing statewide leadership toward the creation of thriving communities that support healthy families. HFHC provides four primary areas of service: collaborative funding and finance, training and technical assistance, state-level advocacy, and disaster recovery coordination. HFHC is a small organization focused on adding value to the Habitat mission through innovation and service. Our culture is casual, collaborative, creative, and highly team-oriented. Team members share ownership of and responsibility for all aspects of the organization's work including fund raising, public relations, advocacy, and administration.

II. Job Summary

The Advocacy and Research Specialist promotes Habitat for Humanity of Colorado's affordable homeownership advocacy platform at the state level. Responsibilities include identifying priorities, advocating for or against state legislative proposals, participating in coalition and task force meetings and research related to policies and affordable housing. The position will also support affiliates in their local advocacy efforts through training and technical assistance, policy review and coalition building. This position will build and capitalize on strong relationships and communications with state legislators, affordable housing organizations and statewide partners.

As with all HFHC positions, this role supports HFHC's efforts in maintaining positive relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting the culture of service that is emblematic of HFHC. The Advocacy and Research Specialist reports directly to the Executive Director. This is an exempt, salaried, full-time position, requiring 40 hours/week.

III. Position Responsibilities (include but are not limited to):

Conduct Research and Analysis

- Cultivate a deep understanding of affordable housing, including staying current on new and relevant evidence, best practices, literature, and policy documents

- Conduct research, including literature reviews, utilizing a range of academic, public, and government sources
- Lead HFHC's exploration of naturally occurring intersections between housing and other sectors, such as health, education, transportation and workforce development, to maximize impact and resources. Identify opportunities to share this part of our impact story as a tool in expanding partnerships.
- Conduct basic analyses of qualitative and quantitative data
- Summarize and share research findings with colleagues

Educate key stakeholders about affordable homeownership issues and solutions

- Prepare white papers, fact sheets, presentations, reports, and other materials that educate stakeholders about affordable housing/homeownership
- Assist in the development of advocacy-related educational content for HFHC monthly newsletter, website, and social media outlets
- Help Habitat affiliate staff and volunteers understand and contribute effectively to political solutions to the affordable housing crisis through routine communication and trainings
- In cooperation with Learning and Evaluation Officer, develop and present public policy-focused webinars and education opportunities for affiliates
- Assist affiliates with information requests, state public policy questions, etc. in coordination with Executive Director and Lobbyist

Public Policy Development and Advocacy

- Advise the Executive Director and Advocacy Committee on developing and executing HFHC's public policy agenda
- Gather essential data from Habitat for Humanity affiliates in Colorado to inform HFHC policy priorities and advocacy efforts
- Formulate strategies for advancing affordable housing/home ownership and make recommendations for developing, modifying and/or implementing new or existing legislative advocacy priorities
- Analyze the impacts of proposed public policy and legislative and regulatory policy on Habitat for Humanity organizations in Colorado
- Solicit feedback and ideas from Advocacy Committee and Colorado Habitat affiliates on policy and advocacy issues
- Prepare public statements and content for external and internal public policy purposes in coordination with Executive Director and Development and Communications Manager
- Assist with devising talking points, legislative testimony, rulemaking comments and legislative or policy strategies
- In coordination with Executive Director and Development and Communications Manager, develop and implement robust and multi-faceted public mobilization strategy related to policy priorities

- Engage in community outreach and build strong coalition partnerships at the state level to advance HFHC's policy priorities; serve on external advocacy committees and coalitions to represent affordable homeownership interests

Plan and Manage Advocacy Programs

- Manage HFHC education and advocacy programs and events such as the annual Legislative Day at the Capitol and Legislative Build Week
- Prepare, train, and provide talking points for Habitat representatives participating in advocacy programs
- Act as liaison with Habitat for Humanity International's Government Relations and Advocacy (GRA) Office
- Plan and manage HFHC's engagement in nationwide advocacy campaigns and nationwide events such as Habitat on the Hill
- Complete required reporting to Habitat for Humanity International on HFHC advocacy efforts

Other Responsibilities

- Collaborate with Development and Communications Manager to identify and apply for grant opportunities from government partners, private foundations and HFHI
- Assist in planning and facilitation of Advocacy Committee meetings

Responsibilities shared by HFHC Staff

- Work closely with the Executive Director to plan, coordinate, and execute the annual budget
- Regularly provide progress reports to Executive Director
- Be familiar with Habitat for Humanity International policy handbook and Quality Assurance checklist
- Liaise with and support HFHC committees/task forces as assigned
- Assist with stewardship of donors
- Attend and assist as assigned with HFHC functions
- Greet, direct, and assist office visitors
- Assist in keeping office space clean, tidy, and welcoming
- Participate in ongoing professional development opportunities as appropriate
- Contribute to and manage special projects, as requested
- Participate in workplace safety training and adhere to HFHC's Health and Safety Policy
- Perform miscellaneous duties as assigned

IV. Qualifications and Skills

- Strong commitment to Habitat for Humanity of Colorado's mission and values, with passion for affordable housing, thriving communities, public policy, and social justice
- Understanding of state public policy with knowledge of effective programmatic solutions and political responses

- Proficient at researching and analyzing public policies and legislative proposals. Able to sort through large amounts of information, explore complex policy issues from multiple perspectives, develop feasible options and alternatives and anticipate policy consequences.
- Ability to explain verbally, justify or discuss affordable housing/home ownership and related public issues, requiring a logical presentation of appropriate facts, information, and analysis to diverse audiences
- Pleasant and professional oral and written communication and public relations skills
- Excellent interpersonal skills; ability to establish and maintain good working relationships with a variety of people and personalities
- Self-motivated, able to handle concurrent tasks and prioritize workload appropriately while working under tight deadlines
- Comfort with independent work while being highly engaged and energized by interactions with others
- Ability to work well in coalitions and foster consensus
- Knowledge and proficiency using MS Suite of Office products
- Highly proficient in use of standard office equipment

V. Education, Experience, and General Requirements

- Bachelor's degree (BA/BS) in public administration, community development, housing, political science, public affairs, public policy, or related field
- 2+ years of experience in nonprofit advocacy, government affairs, public policy and public awareness; experience with affordable housing preferred
- Knowledge of the legislative process at local, state and federal levels
- Lobbying experience for social service programs, government relations experience, community outreach experience, or working for an elected official a plus
- Experience conducting legislative, administrative or grassroots advocacy and ability to manage the advocacy activities of internal stakeholders and external coalition partners
- Media experience a plus
- Must have a valid driver's license and access to reliable transportation allowing the ability to travel

VI. Salary and Benefits

- The salary range is \$53,860-\$66,004, commensurate with experience. Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave.

VII. Physical Requirements and Working Conditions

- This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around

the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.

- The position will primarily be located indoors at the Habitat Colorado office (550 S Wadsworth Blvd in Lakewood, CO 80226), a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat Colorado's office location, with periodic travel; evening and weekend work may be required at times.

To Apply: Please send a cover letter and resume to resumes@habitatcolorado.org by December 15, 2022.

Habitat for Humanity of Colorado is committed to building a diverse team and an inclusive organizational culture and strongly encourages applications from persons of all backgrounds.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.