



community development partnership

Job Opportunity Director of Housing Advocacy

Description of Employer

The Community Development Partnership (CDP) leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government and foundation grants, contributions from individuals and businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Director of Housing Advocacy

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins March 13, 2023, position open until filled

DESCRIPTION

The **Director of Housing Advocacy** oversees program development and implementation of the Lower Cape Community Housing Partnership. The **Director of Housing Advocacy** reports to the Chief Program Officer and supervises two Community Organizers.

260 Cranberry Hwy, Unit 1, Orleans, MA 02653 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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The **Director of Housing Advocacy** will work from the CDP's office located at 260 Cranberry Hwy, Unit 1, Orleans, MA 02653. Opportunities for remote work of up to 3 days per week are available and subject to approval by the position's supervisor. This is a Full-Time Exempt Position (37.5 hours/week).

Our Ideal Candidate

This is a public-facing position, and the candidate should be a confident public speaker and facilitator who is energized by building visibility and relationships in the community. To have a strong local presence, the candidate should be comfortable strategically identifying meetings and events to develop a network of municipal contacts. Our ideal candidate will be an entrepreneurial professional with ambition and a strong work ethic, who has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives.

It is our preference that applicants will have knowledge of the role of local government in the development of affordable housing and experience in designing training programs and supervising community organizing initiatives. Candidates should be able to relate well to multiple stakeholders and be a strong writer and communicator. In addition, they should be creative, flexible, able to think outside the box, and able to transition creative solutions into reality. This is an opportunity to expand an already successful visible and highly valued program within the CDP and have significant long-term impact on the Lower Cape.

Specific duties will include but not necessarily be limited to:

1. Program oversight and management for the Lower Cape Community Housing Partnership
 - a. Develop, implement and evaluate the Lower Cape Housing Institute
 - i. Event logistics
 - ii. Municipal Peer Group meetings
 - iii. Development and implementation of workshops and town wrap-ups
 - iv. Regional working groups
 - v. Recruiting and managing Town Captains
 - vi. Relationships with local, regional and statewide resources including Massachusetts Housing Partnership and Citizen's Housing and Planning Association
 - vii. E-newsletter for municipal officials
 - viii. Facebook page for attendees
 - b. Develop and oversee implementation of the Lower Cape Housing Advocacy Program
 - i. Develop town cohorts of housing advocates
 - ii. Recruit and manage housing advocate leaders and leadership pipeline
 - iii. E-newsletter for advocates
 - iv. Collaborating with relevant partners
 - v. Annual GOTV (Getting Out the Vote) for Annual and Special Town Meetings
 - c. Assist Chief Advancement Officer in developing, implementing and evaluating a Media Campaign to increase support for housing production
 - d. Annual program evaluation, development of metrics and data tracking against approved metrics

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- i. Manage and update program data
 - ii. Maintain a town-by-town clearinghouse of housing activities
 - iii. Monitor and track Lower Cape housing activities, analyze progress on program outcomes
- e. Review, maintain and recommend changes (where needed) for program policies and procedures
 - f. Prepare annual program budget
 - g. Assist Director of Program Resources with program-related grant and oversee preparation of reports.

Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below.

Required

- A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.
- Strong public speaking skills
- Bachelor's Degree
- 3 of years of experience in affordable housing production and/or advocacy
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- A desire to be a regional thought leader and valued resource for municipalities
- Sense of curiosity and a commitment to learning more about housing production and preservation
- Excellent analytical, communication and presentation skills
- Experience with developing newsletters and online content
- Experience in understanding community organizing
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing, Salesforce, Constant Contact

Compensation: Salary range is \$75,000 to \$82,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, retirement benefits and flexible spending accounts for healthcare and dependent care expenses. Staff enjoy flexibility in their work hours and working location if organizational needs are met.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national

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origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Andrea Aldana, E: Andrea@capecdp.org. References may be requested. Review begins March 13, 2023. Position open until filled.