



HOMELESS SERVICES UNITED

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JOB DESCRIPTION DIRECTOR OF POLICY

Position Summary

The Director of Policy establishes both the short- and long-term policy vision for HSU, in partnership with membership, the Executive Director and HSU's Board of Directors. They direct HSU's presence as an authority on homeless policy, and the public voice of impactful solutions to homelessness. The Policy Director maintains close working relationships with elected officials on the city, state and federal level to monitor and guide legislation, budget priorities and policies. They also maintain relationships with key government partners to promote effective policies on behalf of membership.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Administration

- Assists in managing HSU's Administrative Assistant and Interns.
- Completes administrative tasks as assigned by the Executive Director.

Policy

- Spearheads HSU annual Policy Strategic Plan, overseeing and managing workgroups/committees and members' staff to form a cohesive policy platform.
- Works with member agencies and HSU Team to craft a communications strategy to promote the policy platform and elevates the issue of homelessness in the annual budget and election cycles
- Leads the legislative agenda for HSU by monitoring legislation introduced by city and state legislatures; and partners with legislators to create new legislation as needed.
- Serves as a liaison between HSU and elected officials and their staff.
- Drafts testimony, letters and press articles to promote HSU and its members and guide the public narrative towards proactive solutions; may present testimony at official hearings and represent HSU at meetings with elected officials.
- In collaboration with the Executive Director and consultants, plans and develops conferences and other events and meetings to promote HSU's policy platform and advance its mission.
- Engages fellow coalitions and advocacy groups to remain abreast of relevant campaigns and developing concerns to formulate policy and program recommendations for the elected officials and government partner.

Planning

- Works with the Executive Director and Board to chart and build towards long-term goals and growth plan of the organization.
- Works with Executive Director, members of the Board, and member agencies, to Identify and explore new funding opportunities with City and State government including new City Council funded initiatives.
- Works with intern/consultants to explore and develop proposals for new programs and potential funding streams.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school degree or equivalent plus minimum three to five years' experience working with social services policies, especially homelessness and housing.
- Experience collaborating with and advocating elected officials and government stakeholders. Leading advocacy campaign a plus.
- Experience developing and maintaining key relationships across multiple constituencies.
- Proficiency in Word, Excel and social media.
- Strong writing and communications skills, including public speaking. Required English language proficiency.
- Strong analytical skills with proven ability to analyze and use data to inform policy.
- NOTE: This position requires registration as a lobbyist in New York State and New York City.

Physical Demands and Work Environment

This position is an optional hybrid model (home and office). In the office environment, the Policy Director must be able to work at a desk and participate in video meetings. Some travel is required. Must be able to travel to in-person meetings, conferences and advocacy gatherings, primarily across New York City. Occasional trips to Albany and Washington DC. Occasional evening meetings/events required.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.