



### **Job Posting: Policy Manager**

Founded in 1987, MHP drives innovative housing solutions through original research, supports rural communities and Native Nations across the U.S. in their community development efforts, and advocates for policies to ensure everyone has a place to call home. MHP is focused on expanding housing and community development opportunities for those most impacted by economic and racial disparities. At MHP you will be empowered to be entrepreneurial, strategic, and bold, as we work to address our need for homes we can afford with real solutions.

MHP is a leading force for affordable housing policy, bringing bipartisan credibility and uniting partners statewide—from rural areas to the Twin Cities metro. We work with housing leaders to develop policy, lead campaigns and coalitions, secure funding, and shape legislation and regulations that support homes we can afford.

MHP has led successful advocacy efforts to expand funding in Minnesota for affordable homes, year after year. In 2023, MHP led campaign efforts to secure an historic \$2 billion in new housing investments, including over \$150 million in new annual revenue for homes we can afford. We also, in recent years, established a new State Housing Tax Credit funded at over \$9 million annually, increased funds for emergency rental assistance, and successfully secured hundreds of millions in bonds for housing. Signature ongoing campaigns MHP helps to lead include establishing statewide zoning reforms and fighting for dedicated revenue for affordable homes through a constitutional amendment.

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Job Title: Policy Manager

Salary Range: \$80,000 – 95,000; comprehensive benefits package provided.

Reports To: Deputy Executive Director

Application Deadline: Applications will be considered on a rolling basis starting August 4, until position is filled.

To Apply: To be included in the application, please upload a Letter of Interest, C.V./Resume, and three professional references (including name, email address and phone number, and relationship to you).

MHP is an equal opportunity employer committed to social, racial, gender, and economic justice. We strongly encourage applications from all qualified individuals including Black, Indigenous, people of color, women, LGBTQIA+ individuals, veterans, persons with disabilities, and individuals from other historically underrepresented groups.

### **Job Summary:**

MHP's Policy Manager will work with the Deputy Executive Director to develop and execute MHP's policy agenda and advance the organization's policy priorities. MHP's policy agenda includes legislative and administrative priorities at the state and federal and local government levels, as well as engagement strategies.

The Policy Manager will be MHP's principal representative at the state capital and is primarily responsible for state legislative and administrative work.

The Policy Manager is responsible for representing MHP at external events and coordinating with all MHP departments to support MHP's mission and policy agenda. This position reports to the Deputy Executive Director and works closely with the Executive Director. The Policy Manager is expected to be based in the Twin Cities metro area, able to meet in person with lawmakers and attend hearings at the State Capital on a regular basis.



## **Job Duties & Responsibilities:**

### Policy Management

- Support the development and execution of MHP's policy agenda and strategic plan;
- Manage and/or participate in policy coalition(s) and campaign(s); responsibility may include member management, project management, facilitating meetings, and tracking deliverables;
- Conduct legislative and policy research and provide analysis on a wide range of issues of interest to MHP;
- Support strategic legislative and administrative strategies, including but not limited to lawmaker engagement on key legislation and tracking and analysis of legislation;
- Provide analysis of administrative and regulatory issues, including but not limited to preparing comment letters;
- Develop and maintain positive working relationships and engage with lawmakers and their staff, agency staff, and other policy partners and coalitions;
- Advance other policy strategies including federal and local engagement;
- Identify and develop emerging issues and special projects through research, policy analysis and evaluation, and stakeholder engagement; and
- Support the development of MHP's strategic plans and annual work plans; develop activities and reporting measures to achieve goals; provide progress reports, including status reports for MHP's Board of Directors.

### Partner Engagement and Strategic Communication

- Collaborate with MHP's Communications department and other MHP team members to develop strategic communications materials for housing advocates and partners, including policy agendas, policy summaries, advocacy toolkits, action alerts, and talking points;
- Produce written policy content for MHP's external communications including newsletters, memos, advocacy toolkits, talking points for media engagement, and social media.

### Event Duties

- Represent MHP at various external meetings including coalition and campaign meetings;
- Support the planning and execution of in-person and virtual MHP events, including designing event content, securing guest speakers, and moderating panel discussions;
- Plan and prepare for legislative advocacy events, including meetings with state lawmakers for MHP's Executive Director and partners, and "Day on the Hill" events.

### Other Duties as Assigned

- Support the Deputy Executive Director and the Executive Director with other tasks as assigned that further the impact of MHP.

*An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*



### **Qualifications; Knowledge, Skills, and Abilities**

- Bachelor's Degree – an undergraduate degree is required. A graduate degree in public policy or other related fields is preferred.
- Three years of related experience is required; five or more years is preferred.
- Strong project management skills and the ability to handle multiple deadlines and prioritize appropriately.
- Demonstrated experience in managing projects and responsibilities that demand high organization skills and strong attention to detail.
- Problem-solving and critical thinking skills to address concerns and efficiently implement solutions.
- Effective leadership skills to help develop trusting relationships with staff, lawmakers, and key stakeholders.
- Excellent written and verbal communication skills.
- The ability to conduct accurate and timely research on pressing matters and provide insightful policy analysis.
- Experience with policy analysis or applied research is strongly preferred.
- Subject matter expertise in any of the following fields is preferred: Affordable housing; Community development; Public-private partnerships and other finance models; and/or Tax policy.
- Strong experience and/or interest in working collaboratively both internally and externally to advance advocacy efforts.
- A commitment to advancing economic opportunities for low-income communities through affordable housing and equitable community development investments.

### **Physical Demands and Work Environment:**

- Commute to off-site meetings, including extended periods of time at Capitol building
- Long hours, including weekends, during legislative session
- Occasional travel, including possible overnight stays
- Ability to sit or stand for extended periods, and to lift up to 20 pounds for event setup
- MHP is a fully remote workplace with options for employees to work from its physical office, located at 2446 University Ave W, Ste 106, St Paul, MN 55114

[APPLY HERE](#)