

<b>POSITION:</b>	Program and Policy Analyst
<b>SUPERVISED BY:</b>	VP for Programs and Policy
<b>SUPERVISION EXERCIZED:</b>	None
<b>CLASSIFICATION:</b>	Full-time, regular, exempt
<b>LOCATION:</b>	Washington, DC
<b>SALARY RANGE:</b>	\$66,700-\$100,100

**The National Alliance to End Homelessness** (the Alliance) is a nonprofit, non-partisan organization committed to preventing and ending homelessness in the United States. The Alliance uses data and research to identify solutions to homelessness; works with Congress and the Administration to support and advance these solutions; and helps communities to implement the solutions. Recognizing the disproportionality of people of color who experience homelessness and the disparities that cause this, it undertakes its work in the context of achieving racial equity.

If you are committed to helping the nation SOLVE the problem of homelessness, consider joining the Alliance.

#### **What we are looking for:**

The Alliance is looking for a talented Program and Policy Analyst committed to helping end homelessness through federal policy and improved programs and practice. Special areas of interest are unsheltered homelessness and the achievement of race equity in the homelessness system. We seek someone with high energy, excellent organizational and communications skills, and a grounding knowledge of homelessness and housing. A successful Analyst will value close collaboration with team members but will also be self-motivated and able to work independently.

#### **What you will do:**

The Program and Policy Team, of which the Analyst is a member, focuses on federal policy. Together with the entire Alliance staff, the Analyst uses research, data, and local experience to discover the best solutions to homelessness. The Analyst then collaborates with other national and local partner organizations to build federal policy that supports those solutions. This includes interacting with Congress and with relevant agencies of the Administration. They then share these solutions with the field, in collaboration with other Alliance staff.

A primary area of focus for the Analyst will be developing an informed federal strategy on unsheltered homelessness, including housing, services, employment and other relevant areas. The Analyst will also work on veteran homelessness, employment, LGBTQ+ issues, the feeder systems into homelessness (criminal justice and foster care systems, for example) and other issues as they arise. Achieving racial equity will be addressed in all activities.

#### Tasks will include:

- Use data and research and work with other Alliance staff to identify places where homelessness is being reduced and to understand why, particularly with respect to unsheltered homelessness.
- Build relationships with leaders in the field to identify the most successful strategies in the areas of unsheltered homelessness, race equity, and other areas as addressed.
- Develop federal policy recommendations and proposals in support of strategies that reduce homelessness. This requires understanding of current federal homelessness, and mainstream programs and the federal administrative and legislative processes.
- Advance the Alliance's federal policy recommendations, and those of other organizations that it supports:
  - Develop relationships and work with other national organizations with shared or overlapping agendas;

- Develop relationships and work with local homeless systems and providers and local and state government partners to understand their needs and to advance policy goals;
- Develop relationships and work with members of the Administration with responsibility for helping homeless people;
- Work with Members of Congress and their staffs and committees to educate them about homelessness and its solutions, in cooperation with the Alliance's Congressional relations staff;
- Create information and communications vehicles that inform all parties about the nature of homelessness and its policy solutions; and
- Help keep all partners updated on federal policy developments and impacts.
- Assist in educating local communities and states about how to implement and take advantage of federal policy to expand and improve effective strategies for reducing homelessness.
- Maintain nonpartisanship at all times, and work on a bipartisan basis.
- Participate in developing content and speakers for Alliance conferences and events.
- Contribute to Alliance publications and website.
- Represent the Alliance at meetings and conferences as appropriate.
- Other duties as assigned by the Vice President for Programs and Policy and CEO.

**What a successful candidate will need:**

Education and experience:

- Bachelor's degree or equivalent
- Three to five years relevant experience (homelessness, health and health care, human services, policy, etc.)
- Graduate degree a plus

Knowledge and skills:

- Demonstrated commitment to having an impact on homelessness, poverty or related issues
- Demonstrated experience and ability to recognize and respond to the ways race, ethnicity, sexual orientation, and gender identity intersect to further promote racial equity and social justice.
- Demonstrated experience and ability in working with marginalized or vulnerable populations (e.g., LGBTQ, people with disabilities, people experiencing homelessness, etc.,).
- Working knowledge of health care policy
- Working knowledge of federal poverty and preferably homeless programs
- Working knowledge of federal and Congressional procedures
- Excellent written and oral communication skills.
- Demonstrated ability to conceptualize, initiate, and implement tasks
- Ability to work independently

**What we can offer you:**

The Alliance is strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer a supportive work environment in which staff has both the responsibility and opportunity to pursue and achieve solutions to a national social problem. In addition to an environment in which every member of the staff is valued and has the opportunity to contribute, the Alliance offers the following benefits.

- Hybrid work environment. *Currently, three days remote and two eight-hour days in the office each week. As the Alliance's hybrid work schedule evolves, candidates should anticipate that the schedule will change.*
- Competitive salary
- Employer supported health, dental, vision, life, and disability insurance.
- 403(b) retirement plan
- Paid vacation, personal, and sick leave and a generous holiday schedule.

**How to Apply:**

Email resume, cover letter, and two writing samples to [jobs@naeh.org](mailto:jobs@naeh.org). Use Program and Policy Analyst in subject line of email.

*The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.*