



## Co-Director for Policy

### **Job Overview**

The California Community Land Trust Network (CACLTN) Co-Director for Policy will help lead the Network's activities at this exciting moment of growth for permanently affordable, democratically controlled housing in California. The Co-Director will lead the Network's policy and advocacy operations in addition to providing executive organizational leadership in partnership with the Co-Director for Organizing and Partnerships.

This Co-Director position is highly collaborative and ideal for those with work and/or lived experience in communities most impacted by the housing affordability crisis and at least 5 years of work experience in senior or executive nonprofit positions.

The Co-Director will report to the CACLTN Board of Directors which is made up of CACLTN member representatives. The Co-Director is a management position and will be expected to oversee the work of both contractors and direct reports.

**Hours:** Full-time permanent employee position; 40 hours per week

### **About the California Community Land Trust Network**

The California Community Land Trust Network (CACLTN) is a membership organization representing 50 Community Land Trusts across the state of California. Community Land Trusts steward permanently affordable and community controlled land and housing, creating an alternative to speculative investment and displacement from Humboldt County to San Diego. CACLTN supports the work of its member organizations and communities through state level policy advocacy, member and community convenings, peer-to-peer training, capacity building, and development of financial/legal tools to enhance CLT growth in California.

CACLTN has a small staff but carries out an ambitious set of advocacy and capacity building projects with the time and energy of its board of directors, contractors, and member organization staff and board members.



In recent years, CACLTN has successfully sponsored six pieces of state legislation, supported successful regional policy campaigns, run dozens of educational workshops, and grown its membership threefold.

At CACLTN, we are committed to embedding equity, anti-racism, and social justice principles into all aspects of our organizational culture and operations. The Co-Director for Policy will be expected to actively contribute to fostering an inclusive and just workplace, while advancing housing justice for marginalized communities across the state. The CACLTN is an Equal Opportunity Employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

## **Job Description**

Working in collaboration with the board of directors and Co-Director for Organizing & Partnerships, the Co-Director for Policy will be expected to do the following:

1) Policy and Advocacy Leadership (40%): Lead strategy development and implementation of CACLTN's Policy and Advocacy programs and campaigns.

- Lead the Policy Committee including development of agendas, maintenance of minutes, inviting speakers and being the point person for action items.
- Coordinate and provide support and leadership to sub-working groups affiliated with the Policy Committee.
- Build relationships with key advocacy stakeholders, including elected officials, housing policy experts, and leaders from other housing coalitions/networks, educating them on CACLTN's work and building partnerships where possible.
- Provide leadership and support to sub-working groups of the policy committee, coordinating with volunteers or contractors on facilitation or facilitating directly.
- Liaise with, and direct the work of legislative consultants on lobbying efforts, bill drafting, and engagement with elected officials and government agencies.
- Coordinate the production advocacy materials including template letters of support, petitions, informational fliers, and fact sheets.



- Liaise with and represent CACLTN in key policy coalitions focused on affordable housing preservation, social housing, tenants rights, and more.
- Coordinate virtual and in-person lobby days in Sacramento.
- Support local advocacy campaigns through cross-campaign convenings and technical assistance.
- Campaign for the creation of community benefits agreements from banks and engage them to ensure followthrough on their commitments to CLTs.
- Support colleagues in developing communications related to advocacy work (eg social media posts)

2) Organizational Leadership (35%): Collaborate with the Co-Director for Organizing and Partnerships in overseeing core organizational management tasks including:

- Manage CACLTN staff, contractors, and volunteers including providing oversight, feedback, and evaluation.
- Supporting financial management of the organization, supervising and coordinating accounting contractors, and managing the budget for various other contractors in partnership with other executive staff.
- Support CACLTN's board and board committees; attend board and board committee meetings and provide support developing board packets, distributing reports and minutes etc.
- Oversee risk management and insurance as needed for operations; oversee other admin responsibilities typical of nonprofit directors, including yearly compliance filings, yearly 990s, etc.
- Collaborate with other staff in developing and implementing the annual conference, annual membership meeting, and other key events

3) Fundraising And Development (10%)

- Grants Administration: Coordinate fundraising and grant reporting efforts in partnership with the CACLTN Board and Co-Director for Organizing and Partnerships; coordinate monthly expense tracking.



- Pursue new funding and revenue generation opportunities.

#### 4) Program Management and membership engagement (10%)

- Provide other staff with managerial support in CACLTN's capacity building and technical assistance programs.
- Provide other staff with support in building the membership of CACLTN and being responsive to the needs of existing members.

#### 5) Communications (5%)

- Collaborate with other staff to develop and implement communications strategy including communications with the membership, liaising with press, social media, web content, and more.

### **Minimum Applicant Requirements:**

- Based in California
- Not concurrently employed elsewhere, unless authorized in writing by CACLTN's Co-Director
- Minimum 5 years of experience in a senior advocacy position at an affordable housing or similar organization
- Degree in public policy, urban planning, or related area, OR equivalent related work experience.
- Experience in affordable housing development, housing policy, urban planning, community development, or a related field.
- Experience with and high capacity for facilitating meetings and presenting
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Excellent managerial skills and follow-through
- Demonstrated ability to work effectively with people from diverse racial, cultural, and socio-economic backgrounds.



- Ability to work remotely and independently with minimal direct supervision
- Ability to work with and support the diversity of member CLT organizations across California.
- Willingness and ability to work occasional evenings and weekends,
- Ability to conduct presentations to stakeholders ranging from state policy makers to local community organizations

### **Strongly Desired**

- Work and/or lived experience in communities most impacted by the housing affordability crisis
- Written and spoken fluency in Spanish
- Bachelor's or Master's degree
- Significant expertise and familiarity with the Community Land Trust model
- Familiarity and willingness to receive training in nonviolent communication, mediation, and restorative/transformational justice practices

**Compensation:** Starting salary of \$90,000 to \$102,721.50 depending on experience.

**Benefits:** CACLTN offers a competitive package of benefits, including opportunities for professional training, sick/vacation/family leave, flexible work schedule, retirement and health benefits. CACLTN recognizes the importance of work-life balance and strives to offer a supportive and flexible work environment. We encourage staff to take full advantage of our generous leave policies and flexible scheduling to maintain personal and professional well-being.

- 401(k) with employer match up to 4%
- Fully paid health, vision and dental insurance for employees
- Graduated vacation time policies with employees receiving 20 vacation days per year after 24 months of service
- Remote work monthly expense stipend

### **Location and Physical Office**

The Co-Director should plan on being based in California and working remotely. CACLTN can assist in identifying meeting spaces and making space available at member



organizations as needed. The Co-Director should expect a limited number of in-person meetings in the Greater SF Bay Area, Sacramento Area, and Greater Los Angeles Area – approximately 2-4 days per month.

**To apply**

Applicants should apply on [Indeed.com](https://www.indeed.com) or submit the following to [hireing@cacltnetwork.org](mailto:hireing@cacltnetwork.org) by no later than Nov. 4, 2024:

- Resume
- A letter of interest
- Three professional references

**EQUAL OPPORTUNITY EMPLOYER:**

The California CLT Network provides equal employment opportunities to all employees, consultants, vendors and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.