



## Affordable Housing Policy Manager

**Reports to:** Chief of Policy Staff

### POSITION SUMMARY

The Affordable Housing Policy Manager, under the direction of the Chief of Policy Staff, oversees all affordable housing-related policy research and legislative advocacy for the organization. The Policy Manager recruits, trains, and maintains a robust, statewide Affordable Housing Coalition composed of organizations working to build ample, sustainable affordable housing across Missouri. This position also supports our tenant organizing program in Central and Southern Missouri.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Policy & Advocacy

- Serve as the affordable housing policy expert for Empower Missouri, including keeping up-to-date on new data and policy recommendations.
- Amplify Empower Missouri's power in the Missouri Capitol Building through cultivation of relationships with key legislative and executive branch elected officials and their staff members.
- Research evidence-based best practices on our priority issues and produce content that may be used on our communication platforms.
- Oversee a portfolio of affordable housing policy issues, including:
  - o Passing legislation to increase the funding mechanism for the Missouri Housing Trust Fund
  - o Preventing legislation that would criminalize homelessness in Missouri
  - o Encouraging local governments to start community land banks
- Co-lead our statewide Affordable Housing Coalition, including:
  - o Keep national partner relationships active and engaged
  - o Use data from national partners in advocacy efforts across the state
  - o Connect with Missouri organizations who engage in affordable housing work, particularly in Southern & Central MO and steward them to be a part of the coalition
  - o Convene calls and meetings of the coalition
  - o Represent Empower Missouri at appropriate meetings or events related to affordable housing
- Attend national level meetings related to affordable housing



### Tenant Organizing

- Support the effort to seed tenant unions in cities/counties in Southern and Central Missouri.
- Recruit and train tenant leaders in target communities
- Help facilitate a six-month tenant organizing fellowship
- Build and maintain a library of trainings and materials to support tenant organizing efforts

### Organizational Stewardship

- Contributes to grant-writing and grant-reporting process for proposals related to affordable housing and collaborates on additional grants as requested.
- Assist with fundraising & donor stewardship as requested
- Serve as a spokesperson to the media on issues related to affordable housing
- Collaborate with the policy and advocacy team to plan advocacy days and Empower Missouri's annual Anti-Poverty Advocates Summit.
- Supervise interns and support other organizational priorities as needed.

## **REQUIRED SKILLS & EXPERIENCE**

- Deep knowledge of and passion for affordable housing policy at both state and national levels.
- Strong leadership, planning, and organizational skills.
- Excellent coalition-building and relationship management abilities.
- Ability to manage multiple priorities and adapt to shifting needs
- Clear verbal and written communication skills
- Proven research, analytical, and problem-solving skills.
- Minimum of three years of public policy, advocacy, or organizing experience, preferably in Missouri.
- Prior experience in affordable housing or anti-poverty policy strongly preferred

Empower Missouri welcomes applicants from diverse educational and professional backgrounds. While competency, passion, and experience hold greater value than formal education, we certainly encourage those with formal credentials to apply.



## **LOCATION & TRAVEL**

This is a remote position open to candidates based in Central or Southern Missouri, with preferred locations including Cape Girardeau, Jefferson City, and Columbia or surrounding counties. The role requires 30–40% in-state travel.

## **COMPENSATION & BENEFITS**

- Salary: \$50,000–\$65,000, commensurate with experience
- Annual opportunities for merit-based and cost-of-living increases
- Comprehensive benefits package, including health, dental, vision, and life insurance
- Generous PTO, paid holidays, and retirement plan

## **TO APPLY**

Please send a cover letter, resume, and three references to [jobs@empowermissouri.org](mailto:jobs@empowermissouri.org).

**Priority application deadline is September 26, 2025.** Applications will be accepted and reviewed on a rolling basis until the position is filled.