

Job Announcement

Philadelphia Association of Community Development Corporations Policy Director

Description of Employer

The Philadelphia Association of Community Development Corporations (PACDC) is the leading voice of equitable neighborhood revitalization in Philadelphia. As a membership association, PACDC fosters strong community development corporations and non-profit community organizations by enhancing their skills and advocating for resources and policies to create a just and inclusive Philadelphia. Our advocacy has led to more than \$700 million in new local dollars for affordable homes and community economic development over the last 10 years, and our Community Development Leadership Institute has trained thousands of practitioners and residents. Together, PACDC and our members help create an equitable city where every Philadelphian lives, works, and thrives in a neighborhood that offers an excellent quality of life.

Job Summary

PACDC is seeking an experienced candidate to lead the PACDC Policy Team to advance a focused [policy and advocacy agenda](#) to expand and preserve resources for affordable homes and community development activities; improve systems and programs that enhance efforts to improve the quality of life in lower-income communities; and advance equitable development to ensure that lower-income and marginalized residents and communities benefit from neighborhood revitalization. This position reports directly to the Executive Director. While PACDC works on a hybrid schedule, a number of meetings and events require in-person attendance and may fall outside of the normal workday.

Responsibilities

Policy Advocacy & Development

- Develop and implement policy and strategies to support CDCs and promote equitable neighborhood revitalization in concert with the membership and allies.
- Expand and coordinate the involvement of PACDC's members and allies in our advocacy and public education efforts, including staffing committees.
- Develop effective relationships with public officials and their staff, and other advocacy organizations to support PACDC's policy and advocacy activities.
- Monitor, analyze and report on policies, programs and legislation that impact CDCs and the environment they work within.
- Conduct research, write reports, identify best practices, and develop public education materials that support PACDC's advocacy efforts.

Communications & Messaging

- Help develop and implement targeted public relations strategies around specific public policy issues, create opportunities for media coverage to better educate the public about key decision makers, and promote the programmatic work of PACDC and our members.
- Create and maintain policy content on www.pacdc.org and social media in concert with other staff

Organizational Development & Support

- Represent PACDC at events and to other organizations.
- Participate in organizational operations as appropriate, including assisting with fundraising and reporting for policy work.
- Oversee policy staff/interns.
- Coordinate policy work with other departments such as Member Services to align the organization's policy advocacy and member services work.

Skills and Experience

The ideal candidate will have:

- At least eight years' experience in community development, community organizing, or related work.
- Excellent written and oral communication skills, with the ability to inspire, motivate and persuade others.
- Demonstrated experience in policy analysis, developing successful advocacy campaigns, and knowledge of grassroots organizing.
- Familiarity with Philadelphia housing and neighborhood economic development programs, policy issues, and politics.
- Experience with and ability to build relationships with Philadelphia public officials, their staff and other key players in the community development sector.
- Demonstrated experience working collaboratively with diverse organizations and individuals.
- Experience in media relations and communications.
- Strong research skills.
- Self-starter/ability to work independently and as part of a team.
- Proficiency in the Microsoft Office suite of programs (Word, Excel, PowerPoint, and Outlook) as well as the capacity to learn and use basic functions of our CRM (Glue Up)

Compensation & How to Apply

This is an exempt, full-time position. The salary range is \$80,000-\$88,000, commensurate with experience, with excellent benefits, including health, dental, life and disability insurance, access to a Wellness Fund, generous Paid Time Off, Employer 401k contribution after one year of employment, professional development, commuter benefits, and a supportive working environment.

Please EMAIL a resume, cover letter summarizing your interest and qualifications, and a writing sample, with the subject heading "Policy Director" by March 31st to: jobsearch@pacdc.org
We will notify candidates that proceed to the interview stage.

PACDC embraces diversity, equity and inclusion and is an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.