

**Title: Policy Officer**

**Reports to: Director**

**Division: Office of Strategic Planning and Policy**

**Job Type:** Non-Exempt  Exempt

**Location: Harrisburg**

**Job Grade: 5**

The Pennsylvania Housing Finance Agency (PHFA) is growing! We have a Full-Time position available for a Policy Officer in our Headquarters Office in Harrisburg PA. **PHFA has a Hybrid work environment which consists of a few days in the office and at home during the pandemic.**

### Overview

Contribute knowledge in policy, planning and project analysis with the ability to operate, manage, and lead policy efforts and programs focused on affordable housing and community development in Pennsylvania.

### Duties and Responsibilities

1. Work closely with Policy Manager to effectively analyze and evaluate housing and real estate programs and projects to recommend for funding/support.
2. Lead and support program policy initiatives in the area of housing, community development including design and evaluation involving multiple internal/external stakeholders.
3. Develop, lead and manage policy efforts seeking new resources for the agency or re-engineering, aligning existing resources.
4. Make presentations, conduct trainings and provide technical assistance to external and internal stakeholder groups on PHFA policy initiatives, including the agency Board of Director's.
5. Serve on behalf of PHFA on numerous policy, program development task forces, advisory boards and commissions at the local, state and national levels.
6. Attend conferences, meetings and trainings on behalf of PHFA and being able to contribute professionally and competently to these venues on relevant housing policy, program issues.

7. Analyze and assess data for various policy reviews forums (proficiency using Excel, Power Point, Word and other technology-based applications).
8. Interface internally with PHFA department on Agency initiatives and on behalf of PHFA with other state, local and federal agencies and governmental entities, not for profit, for profit and educational organizations on housing and community development issues.
9. Develop white papers, memorandums and policy analytics on housing and community development issues that include formulation of possible policy scenarios, solutions, tactics and strategies for design and implementation.
10. Manage all aspects of Agency Housing Policy Fellowship program, State Housing Trust Fund (PHARE) reporting and grant management.

## **Qualifications**

1. Quantitative analysis and analytics skills.
2. Experience in affordable housing with an understanding of the Commonwealth's housing needs.
3. Experience in reviewing, analyzing and underwriting housing development projects and programs with an emphasis on effectively allocating public funds.
4. Experience with a variety of levels/dimensions of policy work including local, regional, state and federal government involving public, not for profit and private sector stakeholders.
5. Extensive experience interacting and interfacing with a diverse set of constituents and stakeholders in the housing field in addition to an ability managing and leading intra/inter-agency policy and planning initiatives.
6. Comfort and competency with multi-dimensional team-based policy and planning.
7. Effective communication skills across a range of formats, including written, verbal, analytical, social media and presentation in both group and solo settings.
8. Analyze, assess, communicate and manage complex housing policy initiatives.
9. Ability to organize and navigate in complex policy and program environment to develop effective policy recommendations.
10. Project and program management skills BS/BA required and 3-5years of expertise and responsibility in policy and program development (specifically related to housing, community and economic development).

11. Developing, writing grant proposals in the area of housing and community development.

12. Microsoft Word, Excel, Access, PowerPoint and other technology based.