

Title: Senior Policy Advisor

Job Type: Non-Exempt Exempt

Division: Strategic Planning & Policy

Job Grade: 7

Reports to: Director of the Office of Strategic Planning & Policy

Job Purpose

The Pennsylvania Housing Finance Agency (PHFA) is growing! We have Full-Time position available 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.

The Senior Policy Advisor will be responsible for using evidence, policy analysis, evaluation, data, and strategic partnerships to help inform and guide policy at PHFA. The role will think big-picture about new potential policy and programmatic opportunities as well as evaluate current PHFA programs and policy to help better achieve PHFA's priorities. The job has four major interrelated functions:

1. Perform policy analysis to inform PHFA's strategies and priorities in addressing affordable housing using all available policy tools and programs.
2. Work with external and internal stakeholders to collaboratively develop policies and programs, and identify areas of PHFA strategic advantage, to address issues of structural inequality and poverty, and help create thriving communities.
3. Lead the development, implementation, and management of an internal continuous evaluation program to help better assess PHFA's performance in achieving its goals. Develop relevant policy recommendations from evaluation results.
4. Manage select PHFA policy initiatives and programs as assigned.

Essential Functions

1. **Perform policy analysis to inform PHFA's strategies and priorities in addressing affordable housing using all available policy tools and programs.**
 - a. Work with the Director of the Office of Strategic Planning & Policy and other PHFA staff to identify, develop, and articulate PHFA's policy priorities.
 - b. Conduct policy analysis and research to support, inform, and help guide Agency policy and programmatic goals.

- c. Create policy briefs and position papers to inform PHFA priorities and policy. Present findings to internal and external audiences, as appropriate.
- d. Review, analyze, and stay current on affordable housing industry trends, best practices, and emerging tactics in addressing key policy issues, (e.g. housing segregation, mobility, etc.) through PHFA policy tools including LIHTC, PHARE, and others.
- e. Think strategically about opportunities for PHFA to effectively address new and existing issue areas.
- f. Develop and propose new policy initiatives for PHFA.

2. Work with external and internal stakeholders to collaboratively develop policies and programs, and identify areas of PHFA strategic advantage, to address issues of structural inequality and poverty, and help create thriving communities.

- a. Collaborate with external partners to develop integrated policies and strategies to address issues of affordable housing availability, social determinants of health (e.g. with health care insurers and providers), poverty, homelessness, community transformation, and the racial wealth gap. Help situate PHFA within the broader social safety net.
- b. Represent PHFA on relevant inter-agency committees and serve as a contact to PHFA staff and other parties on issues related to policy, data analysis, and performance evaluation.
- c. Consult internal subject matter experts on relevant programs and policies.
- d. Participate in policy task forces and special projects with external stakeholders (e.g. transportation and housing groups).
- e. Liaise with external partners to coordinate policy and programmatic efforts.
- f. Maintain relationships with affordable housing advocates in Pennsylvania and identify ways PHFA can best respond to their advocacy work.
- g. Work with internal and external partners to develop evidence-based metrics/indices to help prioritize communities and methods of intervention.

3. Lead the development, implementation, and management of an internal continuous evaluation program to help better assess PHFA's performance in achieving its goals. Develop relevant policy recommendations from evaluation results.

- a. Lead the development and implementation of an internal program and performance evaluation strategy, including developing performance indicators to measure progress in achieving major objectives.
- b. Partner with the IT and business analytics departments to manage an internal task force to develop an agency-wide horizontally-integrated database that incorporates all current data collection processes.
- c. Work with internal stakeholders to identify primary goals and objectives of each operating division. Identify potential gaps in existing data to measure these goals.

- d. Manage a new continuous evaluation program focused on monitoring and performance evaluation of core agency objectives.
- e. Provide recommendations for evidenced-based policy changes or programmatic improvements based on evaluation results.
- f. Develop metrics and data dashboards to present key performance monitoring and evaluation results to internal and external stakeholders and support adaptive management practices.

4. Manage select PHFA policy initiatives and programs as assigned.

- a. Identify external funding opportunities and develop proposals to leverage existing PHFA resources and expertise, create new programs, and test innovative interventions.
- b. Manage the PHFA Housing Policy Fellowship Program.
- c. Manage the development of a healthcare and housing partnership initiative.
- d. Lead policy initiatives and other assigned programs.

5. Developing, reviewing and analysis various housing policies, programs, and initiatives.

6. Creating/writing policy papers, proposals, reports, presentations, and other documents.

7. Quantitatively and qualitatively analyzing policy options, strategies, and proposals.

8. Creating and delivering presentations to internal and external stakeholder groups.

9. Designing, monitoring, and evaluating programs/initiatives,

10. Responsible for certain duties to be accomplished.

Job Requirements

1. Demonstrated superior critical thinking and analytic rigor in assessing issues, synthesizing evidence, and proposing insightful and well-reasoned recommendations.
2. Excellent written and oral communications skills, including the ability to articulate complex ideas, thoughts, and concepts for different audiences.
3. Evaluation, management, policy analysis, and collaboration experience, including:
 - a. Minimum of 6 years of experience in federal, state, local public policy analysis, development, management, and evaluation.
 - b. Experience leading program and project monitoring and evaluation.
 - c. Significant leadership and program management experience.
 - d. Strategic planning, financial analysis, and data analysis experience.
 - e. Demonstrated proposal writing experience for competitively-awarded funding.
 - f. Ability to write policy memos, policy briefs, evaluation reports, and longer-form reports.

- g. Evidence-based policy analysis skills including excellent data analysis, research, and writing abilities.
4. Demonstrated ability to lead and work effectively and collaboratively as part of diverse, multi-disciplinary, and cross-sectoral teams.
 - a. Ability to establish and maintain effective working relationships with PHFA and the public, including state agency employees, developers, municipal officials, community groups, and other external partners and stakeholders.
 - b. Highly collaborative and flexible. Able to pivot with new opportunities or challenges.
 1. 5. Self-starter and able to work independently.
 2. 6. Knowledge of Federal and State housing programs and housing policy issues. Knowledge of social policy and safety net programs.
 3. 7. Ability to effectively organize and manage multiple simultaneous projects of varying size and complexity with competing deadlines.
 4. 8. Advanced data analysis skills including using Microsoft Excel, Stata, and ArcGIS.
 5. 9. Knowledge of geographic systems, database management, and policy writing.

Education: Bachelor's in Public Policy, City/Regional Planning, Economics or related post-undergraduate field of study, Masters preferred

Experience: 6 years of previous federal, state, local, think tank, academic or other organizational experience in public policy specifically related to housing and community development. Supervisory experience a plus.

Knowledge/ Skills:

Licenses/ Certifications:

Travel

- None
 Light
 Frequent
 Other:
