



Director of Government Relations and Community Engagement Job Description

Overview: Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers, and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Director of Government Relations and Community Engagement (GRACE) is responsible for directing the organization's comprehensive community engagement, public policy, and local government initiatives. Serve as key organizational representative for community partners, elected officials, and residents. The Director will report to the Deputy COO, with additional reporting to and support from the President/CEO on local government issues.

Responsibilities:

Community Engagement

- Provide oversight for the implementation and ongoing engagement of the 24:1 Community Vision Report, the resident-driven community vision completed in 2019.
- Provide oversight for the resident-led 24:1 Community Coalition supported by Beyond Housing, which includes Wellston Community Coalition, Clergy Coalition, Environmental Coalition, Business Opportunity Committee (BOC) and related subcommittees.
- Lead GRACE team to develop community engagement strategies for a variety of projects impacting the 24:1 Community. Past examples include community engagement regarding school district accreditation, economic development projects, infrastructure improvements, and developing a comprehensive 24:1 Community Plan.
- Lead efforts to increase resident leadership and build community capacity to move the 24:1 Community Vision forward.
- Pursue additional opportunities to provide community engagement services to external clients.

Government Affairs

- Provide oversight for coalitions supported by Beyond Housing, including 24:1 Municipal Partnership and 24:1 Public Policy Advocacy Council as a part of the 24:1 Community Coalition.



- Provide oversight for ongoing engagement of residents to inform projects, programs, and services.
- Plan, prepare and implement meetings and build relationships with elected leadership in the 24:1 footprint.
- Serve as a consultant to municipal partners to support community projects like pooled purchasing and contracting, grants, communications, and local capacity building. Recent examples include updating building and inspection codes, adopting a 24:1 Master Land Use and Economic Development Plan, a comprehensive street overlay project, and coordinated health insurance purchasing across multiple municipalities.
- Manage legislative processes and public policy advocacy at the state level.

Department Oversight

- Manage department and project budgets.
- Supervise GRACE department's team, including full-time staff, practicum students, and interns.
- Provide oversight for multiple grants, including federal, state, and private grants.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative, Critical Thinker -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Required Experience and Qualifications:

- Extensive experience in community engagement and project management.
- Some familiarity working with local government entities.
- Strong community facilitator. Experience with group facilitation and balancing multiple agendas for a common goal is a must.
- Commitment to racial equity and ability to work in diverse communities.
- Demonstrated detailed project and grant management skills, including the ability to manage and prioritize multiple tasks and relationships, manage department and grant budgets, and meet program deliverables.
- Experience with managing contracts, consultants, and partnerships.



- Ability to build respectful and meaningful working relationships in and outside of the organization, including residents, community leaders, and local, state, and federal elected officials.
- Ability to commit to a flexible schedule; participation in evening and weekend meetings and events (including City Council meetings, 24:1 Municipal Partnership meetings, resident committee meetings, and community events) is required for this position.
- Ability to see the big picture, connect with current events, manage through times of urgency.
- Adaptability and ability to respond to a constantly evolving environment.
- Team builder and community builder. Ability to work well with others in a collaborative team environment.
- Excellent public speaking and written communication skills.
- Computer skills with Microsoft applications (i.e., Outlook, Word, PowerPoint, Excel, Teams), virtual meeting tools (i.e., Zoom).

Preferred Experience and Qualifications:

- At least 5-7 years of experience in community engagement, municipal government, public administration, or related fields.
- Familiarity with 24:1/Normandy Schools Collaborative Community.
- Municipal planning.
- State legislative processes and advocacy strategies.

Supervises: Government and Community Engagement Project Coordinators, Community Engagement Coordinator, Practicum Students, Interns, Consultants

Supervisor: Deputy Chief Operating Officer

Salary and Benefits:

- Salary \$69,000 to \$75,000
- Benefits for full-time position as determined in current Beyond Housing Employee Handbook.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required.

Summary of Physical Requirements:

This position works primarily in an office environment supporting multiple functions at the assigned and remote locations. The Director of Government Affairs will perform most functions in a business setting, either at the regular assigned worksite, or at off-site offices, training rooms and/or other room found to accommodate small or large groups of clients. This position may frequently fluctuate from being constantly sedentary while compiling documents, working on computers; phones and in personal interaction and conversations to being constantly in motion. This position may require occasional standing depending on the task being performed. The constant use of eyes and hands will be required in all environments where work is performed involving clerical task and personal interactions. The incumbent may frequently sit. The incumbent may occasionally stand, walk, reach, stoop, climb, lift, carry and bend when performing essential job function including traveling to worksites in a vehicle. Seldom is defined as 1% to 5% of the time. Occasional is defined as 6% to 39% of the time. Frequently is defined as 40% to 74% of the time. Constantly is defined as 75% to 100% of the time.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this



or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.