



## Advocacy and Civic Engagement Manager Position Description

(Updated August 2023)

### About the Housing Network of Rhode Island (HNRI) and Homes RI

[HNRI](#) is the State's membership organization for non-profit agencies that are committed to the development of affordable homes and vibrant communities across Rhode Island. HNRI is the backbone organization for Homes RI. HNRI is an equal opportunity employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, country of ancestral origin, religion, disability, familial status, sex, marital status, sexual orientation, gender expression or identity, or status as a victim of domestic violence. Whenever practicable, HNRI will make reasonable accommodations for qualified individuals with disabilities to the extent required by law. [Homes RI](#) is a coalition of organizations working together to increase and preserve the supply of safe, healthy, and affordable homes throughout Rhode Island. We believe Rhode Island can and should be a state where all residents are able to live in safe, healthy, and affordable homes in thriving communities.

### Overview of Position

HNRI is seeking a passionate, dynamic and seasoned individual to help develop and implement activities that will advance the objectives of the organization's broader advocacy, community engagement and organizing efforts. The person in this role will lead organizational and coalition-wide efforts to conduct grassroots organizing, civic engagement / capacity building and advocacy campaigns. This role may supervise interns.

### Responsibilities:

- **Lead voter outreach, education, and civic-capacity building initiatives:** Working with stakeholders including HNRI membership and Homes RI, develop and implement strategies to engage, educate and mobilize voters and potential voters on issues concerning housing and homelessness and voting access, prioritizing people most affected by housing insecurity and voting barriers.
  - Utilize a variety of approaches to connect with people including in-person meetings, info sessions, community events, print and digital media, canvassing, phone banking, and more.
  - Coordinate with partners to train staff and volunteers to support outreach and voter engagement activities.
  - Support recruitment and relationship building with people and organizations that share values on housing and voter access.
  - Identify methods and sources of data to effectively target constituents and maximize efforts and recommend tools to track progress.
  - Support leadership development, capacity, and knowledge building among partners.
  - Work with team members to design and share relevant voter information across multiple platforms (website, social media, print materials, etc.).
  - Identify opportunities to support or host voter registration efforts.
  - Identify opportunities to engage candidates and elected officials on housing issues and help plan and execute events to promote candidate and elected engagement with partners and community members.

- **Support advocacy, policy reform and partnerships that are relevant to HNRI and Homes RI policy priorities:** Working with HNRI members and Homes RI stakeholders, support education and advocacy on affordable homes with elected officials, community members, and cross-sector partners.
  - Collaborate with HNRI leadership and stakeholders to implement cross-issue advocacy strategy
  - Support the implementation of a cohesive communications strategy relative to policy priorities and advocacy goals
  - Design advocacy-centered workshops and events
  - Identify and implement ways to expand digital advocacy through tools such as Action Network and phone and text-based software
  - Develop and implement a work plan that responds to Homes RI advocacy goals and community identified housing and civic engagement priorities
  - Represent HNRI and Homes RI at meetings and community events as required.
- **Help develop systems to track activities and outcomes on engagement.** Work closely with HNRI colleagues and external stakeholders to set up systems to measure progress and outcomes on advocacy and organizing activities, as well as produce reports, policy briefs and data reports as relevant.

**Required Knowledge, Skills, and Qualities:**

- Philosophical commitment to progressive values, housing justice and civic engagement
- Openness to learning, trying new things, and receiving input from a variety of stakeholders
- Excellent interpersonal skills including active listening and reflecting, ability to connect, collaborate with and motivate others, de-escalate challenging situations and resolve conflicts
- Superior verbal skills (writing and oral) and comfort using various methods to mobilize people, including making phone calls and speaking in front of an audience. At least three years' experience required
- Culturally sensitive and committed to principles of equity and inclusion
- Ability to problem-solve and adapt to rapidly shifting priorities
- Demonstrated leadership in a professional, service or academic setting that included mobilizing people around an issue, coordinating volunteers, delegating responsibilities and/or community outreach. At least three years' experience required
- Ability to travel around Rhode Island and work a non-traditional schedule, including evenings and weekends as needed
- Proficiency in using computer applications and technology including Microsoft Office, Google Apps, and social media platforms (Facebook/Instagram, LinkedIn, twitter)
- Demonstrated knowledge of U.S. political processes and government systems and awareness of barriers to civic participation, including voter rights, barriers to voting, voter systems, and political processes

**Preferred Qualifications:**

- Bachelor's degree in a relevant field
- At least three years of grassroots organizing experience
- At least two years of demonstrated experience with voter engagement or work on a political campaign
- At least two years of experience in a supervisory role
- Familiarity with Adobe applications, Canva, and Zoom or similar virtual meeting technology
- Bilingual in Spanish and English
- Background knowledge in community development, housing, homelessness
- Familiarity with Rhode Island and its distinct and diverse communities

**Compensation and Benefits:** This is a full-time, exempt position. Compensation range is \$65,000 - 70,000 annually. Benefits include 12 paid holidays, three personal days/year, paid vacation days, paid sick time, bereavement leave, health, and dental insurance, employer-sponsored 403(b) retirement plan, flexible schedule (negotiated), professional development, and reimbursement for mileage and other travel.

**Work Hours and Schedule:** HNRI hours of business are Monday – Friday, 9:00am – 5:00pm. Work is based at our Pawtucket, RI office. The employee may arrange a flexible and remote schedule following a satisfactory introductory period with approval. Given the nature of the position’s responsibilities, it is expected that the employee will be willing and able to work evenings and weekends as needed, and shifts may fall outside of the business hours of the office or take place off site. A mutually agreed upon schedule that accommodates the duties of this job will be arranged between the employee and their immediate supervisor with approval from the Executive Director.

**Collaboration and supervision:** This position is primarily supervised by the Director of Strategic Initiatives. The Housing Network of RI is a small team and so it is expected that the employee is able to work collaboratively across the team and provide support for other high-priority projects as needed.

**Office and Equipment:** The Housing Network of Rhode Island is a mostly open office with cubicles. The employee will be furnished with a workstation, laptop (with Microsoft Office Suite), telephone and mobile use application, and wireless printer access. The building has a gate-entry parking lot/street parking, accessible entrance with ramp, and an elevator. It is accessible by public transit on the [RIPTA R-Line](#).

**To Apply:** Applications will be reviewed on a rolling basis until the position is filled. For serious consideration, applicants should send a cover letter describing your interest in, and relevant experience for, the position and a resume with work history. Please send your application to Katie West at [HR@housingnetworkri.org](mailto:HR@housingnetworkri.org) and include the position title in the subject of your e-mail.