

**Position:** Program and Policy Analyst  
**Supervisor:** VP for Programs and Policy  
**Supervises:** NA  
**Classification:** Full-time, Regular, Exempt  
**Location:** Washington, DC

**The National Alliance to End Homelessness** (the Alliance) is a nonprofit, non-partisan organization committed to preventing and ending homelessness in the United States. The Alliance advances knowledge and educates opinion leaders about solutions to homelessness; works collaboratively with public, private, and nonprofit partners to develop and advance policy solutions to homelessness; and builds the capacity of communities across the country to achieve their goal of preventing and ending homelessness.

#### **Job Description:**

The **Program and Policy Analyst** (Analyst) works with other Alliance staff to identify and advance the best practice and policy solutions to homelessness. The Analyst then works with national and local partners to educate decision makers on these solutions with the goal of creating strong policy and resources to support them. The Analyst also shares information about these best practices and policies with communities across the nation, and with Alliance partners.

The Alliance is active in the national policy debate on ways to end homelessness, and homeless assistance. It works with the Administration, Congress, state and local government, and partner organizations on public policy that specifically impacts homelessness. It is a national voice on programs that provide support to low income people more generally, including housing, employment, income, benefits, child welfare, veteran support, education, healthcare, and more. Finally, it works with communities, states, philanthropy and business across the country to advance the use of best practices.

The Analyst works within the Alliance's Program and Policy division. The position works closely with other staff who focus on different aspects of homelessness.

#### **Responsibilities:**

- **Identify what works.** Become familiar with best practices at the program, local and state levels, including research and data on particular approaches, and local policy and practice. Understand where homelessness is being reduced and why. Build relationships with leaders in the field.
- **Assess policy implications.** Once solutions are identified, develop policy recommendations to expand their implementation. This involves a thorough understanding of current homeless and mainstream programs and the federal administrative and legislative processes. Identify what national partners are working in the same direction.
- **Promote solutions.** Working with Alliance staff and national partners, advance policy recommendations:
  - Work with those departments and staff in the Administration who can advance policy goals.
  - Work with localities and states to involve them in advancing national policy goals.
  - Work, in coalition or individually, with other national organizations that can help advance policy goals.
  - Develop relationships with local nonprofit assistance providers, housing organizations, faith-based organizations and local and state government partners to understand their needs, and to advance policy goals.
  - Work with the Alliance legislative team to ensure that Congressional activity is geared toward policy goals.

- Create information and communications vehicles that inform all parties about the nature of homelessness and its policy and practice solutions.
  - Share information about the policy framework with all interested parties.
  - Maintain nonpartisanship at all time, and work on a bipartisan basis.
- **Participate in other activities of the Program and Policy team.** Tasks include but are not limited to the following.
- Develop workshops at the Alliance’s annual conference.
  - Contribute articles, blog posts and other written materials to the Alliance Online News, website, and social media outlets.
  - Other duties as determined by the Alliance President or Vice President for Programs and Policy.

**Qualifications:**

- Demonstrated commitment to and interest in issues related to homelessness and/or poverty.
- Demonstrated ability to conceptualize, initiate, and implement tasks. Personal initiative is important.
- Excellent written and oral communication skills.
- Working knowledge of federal and Congressional procedures, knowledge of federal poverty programs (particularly those related to homelessness).
- Bachelor’s Degree or equivalent, plus at least five years relevant experience. Experience working with homeless people or on homelessness issues will be of particular relevance. Education requirement may be replaced by three or more years of additional relevant work experience. Graduate degree in a field related to this work is a plus.
- Strongly preferred: experience/knowledge of one or more public systems related to homelessness, people with disabilities and/or poverty in the United States.

To apply: Please send cover letter, résumé, and two relevant writing samples to [jobs@naeh.org](mailto:jobs@naeh.org) and include Policy and Program Analyst in the subject line.