



Housing Policy Analyst

Join a small research team with a big impact on housing policy in New York City!

We are looking for a Policy Analyst who will design and conduct rigorous and useful research initiatives that relate to housing in New York City. You will also be engaging and educating policymakers and the housing industry with the results of your research initiatives. This role offers a unique opportunity to make your mark on housing policy research and work with the most influential policymakers and housing practitioners in New York. The best candidate will be skilled, self-motivated, creative, and a strong team player. Experience working in housing finance, design or NYC government is a plus.

Key Responsibilities

- Propose and formulate relevant research questions to clarify given topics or issues
- Use research and analysis to devise recommendations for housing policy
- Establish work plans, project budgets, and timelines
- Manage multiple projects and take responsibility for all aspects of project management
- Generate visually depicted data in multiple formats including maps, charts, tables, PowerPoint presentations, and other related graphics
- Contribute concisely and logically written communications in multiple formats including policy briefings, internal memos, press releases, and extended reports
- Develop rigorous methodological designs that will provide practical solutions to research problems
- Conduct, digest, and analyze wide-ranging research in the form of literature reviews, laws and policies, interviews, discussions, data, and financial pro formas
- Present research results in a variety of settings—from small committees to large panel discussions and forums
- Represent CHPC at external meetings, public testimonies, events, forums, presentations, etc.
- Keep abreast of new policies, ideas and innovations in the field that impact CHPC's work
- Establish and maintain strong working relationships with partner organizations and funders
- Work with the Executive and Deputy Director to fundraise for projects by devising fundraising strategies, meeting with funders, and writing grant applications
- Supervise research fellows and interns

Reports to: Executive Director and Deputy Director

Principal contacts: CHPC staff, board members, program consultants, funders

Qualifications

- A graduate degree in housing policy, urban planning, or related field
- At least one year of work experience in real estate, urban planning, public policy, housing finance, or related field. Prior work experience relating to design, NYC government, and/or housing finance is a plus.
- Superior quantitative analysis skills
- Familiarity with New York City politics
- Strong computer skills, including experience with:
 - Microsoft Office
 - Adobe Creative Suite
- Candidates must have:
 - An aptitude for conducting various types of research and analysis including policy, statistics, financial data, literature, and consultation with expert groups
 - The ability to work on several projects simultaneously
 - Superior writing and communication skills
 - Creative approach to research and promotion of our work
 - The ability to work well with a small team

Terms of employment

This is a full-time position with a salary commensurate with experience. The position also comes with a generous array of benefits, including medical, dental, vision, and retirement.

Application details

Please send your resume and a cover letter to Sarah Watson swatson@chpcny.org by **January 18, 2019**.