



Virginia Housing Advocacy Specialist

Manager: Senior Northern Virginia Advocacy Manager

Location: Currently remote in the DC, MD, VA area (*see below for note about office location)

Job Classification: Full-Time, Non-Exempt

About CSG

Join an award-winning non-profit in the Washington, DC region with a record of success. The Coalition for Smarter Growth is the leading organization in the Washington, D.C. region dedicated to making the case for smart growth. For over 27 years, CSG has advocated for walkable, bikeable, inclusive, and transit-oriented communities as the most sustainable and equitable way for the Washington, D.C. region to grow and provide opportunities for all. Read more about our organization at smartergrowth.net and view our [Blueprint for a Better Region](#).

Your Responsibilities

Full-time, new position, combining advocacy on housing and land use in northern Virginia with assisting on state level legislative and policy change supporting more housing in walkable, transit-accessible locations. Northern Virginia hosts the largest and most powerful legislative delegation in the General Assembly so there is strong synergy between housing and land use advocacy and action in Northern Virginia and statewide reforms.

Examples of responsibilities and activities include:

Northern Virginia (70%)

- Coordinating with NoVA staff to develop housing and land use strategies and advocacy campaigns across northern Virginia jurisdictions
- Working in northern Virginia to strengthen support for smart growth oriented housing policies, building key partnerships, and expanding supporter base.
- Building relations with local decisionmakers and planning and housing staff in Arlington County, City of Alexandria, Fairfax County, City of Falls Church, City of Fairfax, Towns of

Herndon and Vienna. Depending on capacity and opportunity, assist partners in Prince William and Loudoun?

- Partner with - coalitions and groups like the Northern Virginia Affordable Housing Alliance, Housing Action Arlington, and NoVA YIMBYs.
- Develop housing and smart growth related communications in coordination with Northern Virginia Advocacy Manager and the Communications Director to educate and engage supporters

State policy work (30%)

- Work with the Executive Director on defining our state policy and legislative positions.
- Building relationships with key state legislators and staff ahead of the General Assembly sessions, and spending 50% of time during sessions focused on legislation
- Mobilize Northern Virginia residents to weigh in with the state legislature.
- Build support among local jurisdictions for legislative agenda
- Supporting statewide housing coalitions and partners, jointly creating a state housing agenda, and seeking Executive Branch and Legislative action
- Be prepared to spend about two days per week in Richmond during the 45-day (2025, 2027) and 60-day (2026, 2028) sessions, meeting with legislators and fellow advocates, and attending legislative committee hearings. Some travel to Richmond for committee and advocate meetings will take place during the rest of the year.

Required Qualifications

- Commitment to CSG's core values, mission and vision, and positive outlook and passion for winning change
- Commitment to Diversity, Equity, Inclusion and Justice (DEIJ) principles
- Three to four years of relevant experience in advocacy, housing policy, land use policy, and/or community engagement (including volunteer and internships)
- Experience developing and implementing successful advocacy campaigns
- Excellent verbal and written communications skills with ability to convey clear and compelling messages for varied internal and external audiences
- Customer Relations Management (CRM) systems experience, including managing contact lists, creating advocacy campaigns and sending email messages through an online messaging/advocacy software (EveryAction preferred)
- Strong organizational and project management skills, with attention to detail and deadlines
- Ability to work on numerous deadline projects simultaneously, at varying stages of production
- Strong interpersonal skills and collaborative abilities, including the ability to work with people of diverse backgrounds and work styles

Preferred Qualifications

- A working knowledge of local housing, transportation, and land use issues in the DC area
- Experience and confidence in speaking in public in a positive and engaging way, and with tact and diplomacy
- Proficiency in speaking, writing, and reading in Spanish is a plus

Compensation

This position is a non-exempt / hourly position with benefits. Salary range of \$28.84 to \$33.65 per hour (equivalent to \$60,000-\$70,000 per year), commensurate with experience and demonstrated outcomes. This position is tied to a new two-year grant and while we intend to apply for renewal and raise additional funds, we cannot guarantee employment beyond the initial two-year term of the grant.

Benefits

CSG, through its parent organization [The Piedmont Environmental Council \(PEC\)](#), offers an outstanding and robust benefits package including:

- Two health plans (83% employer paid premium for employee only plan, 73% employer paid for added dependents)
- Short & Long Term Disability*
- Group Term Life*
- Accident, Critical Illness & Hospital Indemnity insurances*
- HSA account (with employer match up to \$750 per year)
- FSA accounts (health & dependent)
- 403(b) pension plan with employer contribution after 1 year of service with 100% vesting from day one
- 10 paid holidays
- 2 floating holidays
- PTO leave – 24 days per year, accrued each pay period
- 1 day per year of paid leave to volunteer at another non-profit or charitable cause
- Salary Continuation Leave for employee or family illness – from 2 to 8 weeks fully paid leave eligibility every 24 months, depending on length of service
- Paid Bereavement, Jury Duty and Military Service Training leave
- Travel Expense Reimbursement
- Hybrid work environment and Flexible Work Schedules
- Professional Development support
- Payment for relevant licenses & professional membership fees.

*Indicates that this insurance premium is 100% paid by PEC for employee's coverage.

Office Location

CSG has operated virtually since the pandemic and is evaluating options for shared office space we could secure once we deem it appropriate (possibly in early 2025). Residency within Northern Virginia is preferred, or secondarily residency within the DC region accessible to Northern Virginia and Richmond (site of the legislature). Periodic evening and weekend work is required and matched with reasonable flexibility during the week.

Application Process

Interested applicants should email to jobs@smartergrowth.net with a resume, writing samples (social media samples, communications plans, etc) or online portfolio, and 1-2 paragraphs answering the following questions:

Give an example of a policy campaign that you executed from start to finish. What was your strategy? What were the deliverables, stakeholders, power mapping, grassroots and communications approaches, etc? What were the end results?

Applications will be reviewed on a rolling basis but priority will be given to candidates who apply by May 1, 2025.

If you are a good fit, CSG will reach out to you within 3 weeks of receiving your application. The following is what you can expect as part of our hiring process:

- 1) phone interview with Executive Director and Northern Virginia Advocacy Manager
- 2) panel interview with the full team
- 3) short powerpoint presentation
- 4) reference check

The Coalition for Smarter Growth strives to increase diversity, equity, inclusion and justice (DEIJ) in all aspects of achieving our mission. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer. Read more about our [Diversity, Equity, Inclusion and Justice \(DEIJ\) commitments](#).

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job, therefore our job descriptions are guidelines, not hard and fast rules. Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to our openings. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations during the application or interview process may be requested.

If selected for this position, a background check will be conducted.