



POSITION OPENING: **Housing Policy Senior Associate/ Manager**
REPORTS TO: Chief Operating Officer/ Senior Vice President, Policy
LOCATION: Washington, DC (Hybrid 2-3 days in office)
SALARY: \$85,000–\$95,000, commensurate with experience

About SAHF

Operating at the intersection of practice and policy, SAHF is a collaborative of 13 [nonprofit affordable housing providers](#) who own more than 160,000 affordable rental homes across the nation. SAHF members are committed to the affordability, sustainability and expansion of rental housing that makes a difference in people’s lives. We translate on-the-ground operational and transactional experience into federal advocacy strategies that support housing stability, portfolio health, and long-term preservation. Our policy work spans appropriations, HUD program rules, tax credit policy, capital access, and operating sustainability.

Position Summary

SAHF seeks a Housing Policy Senior Associate / Manager to help lead a portfolio of federal housing policy issues affecting mission-driven owners and operators. This position is ideal for someone with 3–5 years of experience in affordable housing transactions, asset management, property operations, federal or state housing policy who wants to shape national housing policy grounded in real-world practice.

The Senior Associate/Manager will play a key role in advancing SAHF’s federal policy portfolio, working closely with the Chief Operating Officer/Senior Vice President of Policy and supporting the President & CEO’s external engagement and thought leadership. This role blends policy development and strategic advocacy.

The Policy Senior Associate/Manager will actively engage with peer group members, SAHF members, and outside partners and organizations to shape and advance SAHF’s policy agenda. This role is not only about responding to policy developments, but about identifying emerging issues, surfacing opportunities, and helping to drive new ideas and strategies that strengthen the field. This position offers the opportunity to deepen skills in policy development and analysis and advocacy, project management, and writing for a variety of different audiences. It also provides leadership opportunities and an excellent opportunity to interface with leaders and experts in affordable housing.

Key Responsibilities

Federal Policy Analysis & Advocacy

- Manage a portfolio of federal housing policy issues, including rental assistance (vouchers and PBRA), HUD program administration, LIHTC, HOME, capital programs, and regulatory reform and other federal housing initiatives.
 - Monitor, analyze, and respond to federal legislation, regulations, guidance, and appropriations impacting affordable housing production, preservation, and operations. Coordinate cross-cutting policy alignment, including issues related to resident services, energy, and sustainability.
 - Draft regulatory comment letters that provide clear, constructive, practice-informed recommendations to improve housing policy and program implementation.
 - Develop detailed policy memos and recommendations grounded in member transactions and operational experience, offering pragmatic solutions that strengthen housing stability and portfolio sustainability.
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- Engage directly with Congressional offices (House and Senate) and HUD and other federal agency leadership and career staff to advance SAHF priorities.
- Represent SAHF in national coalitions and working groups focused on federal housing policy and regulatory reform.

Peer Group Leadership

- Serve as staff lead for SAHF's Policy Advisory Peer Group.
- Convene and facilitate discussions among SAHF member policy leaders.
- Surface emerging operational and transaction challenges and opportunities to inform advocacy strategy and regulatory recommendations
- Manage peer input into comment letters, legislative proposals, and regulatory recommendations.
- Support other SAHF peer groups as needed (e.g., developers, asset managers, communications).

Member Engagement & Advocacy Mobilization

- Organize and coordinate SAHF's annual Lobby Day, including scheduling meetings, preparing briefing materials, and mobilizing member participation.
- Develop clear and actionable policy materials for members to use in federal engagement and SAHF's thought leadership efforts.
- Provide rapid updates and analysis in response to fast-moving federal developments.

Strategic Representation and Thought Leadership

- Represent SAHF at meetings with policymakers, national organizations, and industry partners.
- Present at conferences or member convenings as requested.
- Contribute to board and executive committee discussions related to federal policy strategy.
- Support thought leadership pieces and engagements for the CEO and COO/SVP of Policy.

Qualifications

The ideal candidate will bring a strong grounding in affordable housing transactions and/or operations, combined with policy analysis experience and attention to detail.

- Bachelor's degree required; advanced degree in public policy, urban planning, law, real estate or related field preferred.
- 3–5 years of experience in affordable housing development, asset management, property operations, housing finance, or federal or state housing policy; though SAHF will consider more experienced candidates and may adjust the role accordingly.
- Demonstrated knowledge of HUD programs, including vouchers (HCV), project-based rental assistance (PBRA), Section 202/811, and/or other multifamily HUD programs.
- Familiarity with Low Income Housing Tax Credits (LIHTC), financing structures, and preservation transactions.
- Understanding of affordable housing finance.
- Ability to manage multiple policy workstreams simultaneously.
- Excellent verbal and written communication skills, interpersonal skills, and professionalism.
- Residence in the Washington, DC, area, with the ability to work in the office at least two days a week as well as to attend in-person meetings and events on other days
- Proactive, collaborative, detail-oriented, and organized.
- Proficient computer skills, including Microsoft Office suite (Excel, Word, and PowerPoint).

Preferred Attributes:

- Experience interacting with Congressional offices or federal agencies.
- Strong facilitation skills and comfort leading practitioner peer groups.

- Comfort operating in a fast-moving federal policy environment.

Instructions: Candidates must apply by sending a resume and cover letter to jobs@sahfnet.org. Applications submitted through LinkedIn will not be considered. For candidates who make it

Due to the volume of applications, we regret that we cannot respond individually to all candidates.

As part of the final stage of the hiring process, candidates will complete a short writing exercise designed to reflect the core responsibilities of this role.

SAHF is committed to attracting and retaining talent based on qualifications and organizational needs, without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other protected status. We are seeking passionate and deeply dedicated individuals who are committed to our mission.