
JOB DESCRIPTION

Position: Policy and Government Relations Coordinator

Responsibilities

The **Chicago Community Loan Fund** (CCLF) provides flexible, affordable and responsible financing and technical assistance for community stabilization and development efforts and initiatives that benefit low- to moderate-income neighborhoods, families and individuals throughout metropolitan Chicago. CCLF also specializes in providing financial and technical assistance to credit- and/or capacity- challenged agencies and projects. CCLF is a leading lender to affordable and limited equity housing cooperatives. CCLF's customers are a dynamic mix of mission-driven non-profit and for-profit community developers.

CCLF is a fast-paced, dynamic, growth-oriented community development financial institution that has grown from an initial investment of \$200,000 to become one of the 10 largest nonprofit CDFIs in Illinois. CCLF often works with challenging but promising projects that have high social impact, incorporate good design and sustainable building practices, and have the potential to leverage significant additional investments from other sources. For more information on CCLF, please visit our websites at www.cclfchicago.org.

The Policy and Government Relations Coordinator conducts research and development of, and executes, CCLF activities in the policy arena to protect and expand the resources provided by government, private sector and philanthropy for Chicagoland's lower-wealth people and places.

- Supports CCLF Management and Board in establishing an annual public policy and advocacy agenda
- Researches and develops policy proposals and positions
- Does research and produces written materials necessary to develop and implement specific policy campaigns
- Develops campaign strategies with organizers and partners
- Represents CCLF in policy efforts and coalitions
- Attends legislative sessions of various bodies to advocate for policy initiatives
- Develops relationships for CCLF with all levels of government staff and elected officials
- Represents CCLF in policy activities with the private sector and philanthropy
- Assists in staffing the CCLF External Relations Committee and Programs & Impact Committee and helps shape and direct committee initiatives
- Represents CCLF at specific national, state-wide and local policy conferences, forum, convenings and so forth
- Manages policy internship program including outreach to universities, colleges, and nontraditional spaces to engage intern applicants
- Leads various longitudinal studies to help shape product offerings for greatest impact and inform the agency's policy activities
- Works in partnership with other policy organizations and academic partners
- Works in collaboration with all CCLF departments, especially Executive and External Relations
- Execute special projects assigned by the President, COO/EVPP, or VPER
- Perform other duties as assigned

Nature & Scope of Working Relationships

The Policy and Government Relations Coordinator position requires maintenance of working relationships with fellow team members; President, COO/EVPP, CFO, VP of External Relations, various Vice Presidents and the Director of Operations; the Board of Directors and its committees; other public/private sector institutions; and peers in the field of community development. The Policy and Government Relations Coordinator reports to the President.

Major Challenges/Performance Measures

The major challenges of this position are to provide superior judgment in identifying and engaging around mission relevant policy matters and customer service to staff and outside parties while handling multiple projects at one time.

Performance measures include: consistent and timely identification of mission relevant policy matters; excellent engagement around those matters, outstanding customer service, being well organized, excellent communication skills and positive team work with staff, board and the public.

Qualifications

The Policy and Government Relations Coordinator will possess the following:

- Minimum 3-5 years of experience facilitating legislation at federal, state and local levels of government
- Experience in the development of policy reports and briefs from ideation to dissemination
- Ability to problem solve and think critically (i.e. evaluate competing public policy options)
- Demonstrated ability to anticipate unintended consequences of policy recommendations
- Quantitative and qualitative research methods
- High levels of emotional intelligence; demonstrated success managing projects that involve multiple parties and people with diverse backgrounds and positions
- Project management experience with diverse, multi-sector teams
- Excellent verbal and written communication skills; demonstrated ability to use persuasion to build consensus
- Skilled in Microsoft Word and Excel
- ArcGIS, PolicyMap and/or mapping experience preferred
- Experience working with and leading coalitions and community organizers
- Demonstrated commitment to social justice and racial equity
- Familiarity with the Community Reinvestment Act and other banking systems regulations
- Familiarity with key community development tools such as LIHTCs, NMTCs, HTC, TIFs OZs, etc.
- Familiarity with policies that promote shared equity housing and social enterprise
- Willing to travel locally and nationally

Minimum educational requirement: Bachelor's degree in public policy, economics, business, law, public administration, urban planning or related field. Bilingual skills (English/Spanish) are preferred, but not required.

Work Conditions

Majority of time is spent indoors in an office atmosphere. Occasional local or national travel may be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires occasional standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

At Chicago Community Loan Fund (CCLF), we are committed to an inclusive workplace where diversity in all its forms is championed. CCLF is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants with criminal histories, consistent with legal requirements. If you require special accommodation, please let us know.

To Apply

FOR CONSIDERATION PLEASE SUBMIT RESUME TO: JOBS@CCLFCHICAGO.ORG.

No phone calls please.