

Organization:

The National Coalition for Homeless Veterans (NCHV) is the resource and technical assistance center for a national network of community-based service providers and local, state and federal agencies that provide emergency and supportive services to homeless and at-risk veterans. As the only national organization dedicated exclusively to ending homelessness among veterans, NCHV is recognized as a major authority on policies and programs with far-reaching impacts on the veteran community.

Position:

NCHV is seeking a dynamic, full time Policy Analyst to advance our nonpartisan policy initiatives of education and advocacy on behalf of veterans experiencing and at-risk of homelessness. This hard working, energetic individual will be responsible for engaging in action on federal policy and regulatory activities, including by identifying, analyzing, advocating, and engaging the Coalition's membership related to the Coalition's work to make veteran homelessness rare, brief, and nonrecurring. Successful candidates would be excellent writers and have the skills to convey impactful and concise narratives verbally and in writing. This position reports to the Chief Executive Officer.

The Policy Analyst will be responsible for the following essential activities:

- Monitoring legislative, regulatory & administrative developments on Capitol Hill and at relevant Federal Agencies and ensuring that senior staff is kept abreast;
- Providing comprehensive knowledge of relevant body of legislation planned, moving, or passed to discussions of Senior Staff, Board of Directors, and external leadership;
- Drafting policy documents for review by Senior Staff, including official letters to members of congress, Committees of Jurisdiction, and endorsement letters & quotes for new legislation;
- Conducting Board of Director briefings on policy and monthly Government Relations Committee (GRC) conference calls with NCHV Members;
- Presenting NCHV official policy position and updates to membership at our Annual Conference as well as on a day-to-day basis when called upon;
- Serving as NCHV liaison to congressional staff, committee of jurisdiction staff, including by attending Congressional hearings, open-houses, and other events;
- Serving as point of contact for relationships with new policy-oriented organizations, and develop existing relationships;
- Representing NCHV at the USICH advocates roundtable meetings, and other advocate's meetings;
- Maintaining policy section of the NCHV website;
- Contributing Policy and Legislative Update to the print newsletter, e-newsletter, and hill alerts as needed; and
- Supporting NCHV operations by providing excellent customer service to homeless, veterans, grantees, federal staff and other partners.

Desired Skills and Experience Include:

- Excellent verbal and written communications skills, including copywriting and proofreading
- Ability to take ownership of routine tasks and special projects as assigned
- Ability to work on independent projects and collaborate with team members
- Strong planning and organizational skills with the ability to manage time effectively
- Working knowledge of homeless services, particularly as they pertain to veterans; mainstream poverty programs & veteran programs; and housing development
- Bachelor's degree required
- 3-5 years progressively responsible relevant experience required

Compensation and Location:

This position is based in Washington, DC. NCHV offers health and life insurance, holidays, a retirement plan, and a collegial office environment. Salary range \$75-87k, commensurate with experience.

Application Process

Email a cover letter including salary requirements, resume, and a writing sample that is no longer than two pages to [jobs@nchv.org](mailto:jobs@nchv.org) with "Policy Analyst" in the subject line. Applications received without these materials ***WILL NOT BE CONSIDERED***. Veterans and those with lived expertise of housing instability or other systems involvement encouraged to apply.