



**National Council of State Housing Agencies
Senior Legislative and Policy Tax Associate**

Position Description

Reporting relationship: The senior legislative and policy tax associate reports to the director of policy and government affairs. The senior associate has one direct report: the legislative and policy analyst.

Key attributes: Familiarity with housing and tax policy and legislation; solid understanding of Congress and federal agencies concerned with housing and tax policy, such as HUD; excellent writing and verbal communication skills; demonstrated initiative; detail-oriented, organized, thorough, flexible, and able to handle numerous assignments simultaneously; strong analytical ability; willing and able to work long hours; and good follow-through and ability to accomplish tasks with minimal reminders and supervision.

Duties and responsibilities include, but are not limited to, the following:

Formulate and execute, under the supervision of the director of policy and government affairs, NCSHA's policy and legislative agenda. Responsibilities include developing strategy; communicating NCSHA agenda to Congress and the Administration; coordinating with and enlisting support from other industry groups; planning and coordinating HFA intervention with Congress and the Administration; forming and maintaining relationships with relevant congressional and Administration members and staff; and providing support to NCSHA working groups related to legislation, policy, and HFA program implementation.

Monitor legislative, regulatory, and administrative matters related to issues assigned by the director of policy and government affairs. Identify and seize opportunities to advance NCSHA's legislative and policy objectives.

Prepare congressional testimony and comment letters to Congress and federal agencies; represent NCSHA before Congress, the Administration, and industry groups; communicate relevant legislative, policy, and program developments in a timely fashion to NCSHA members; write for NCSHA's publications, including the *Action Alert*, lobbying materials, reports, and other ad hoc efforts.

Help develop and execute NCSHA conferences programs.

Provide staff support to various NCSHA working groups, as assigned by director of policy and government affairs.

Position Classification: Full-time, exempt.

Travel: Travel required.

If interested, please contact Garth Rieman directly at 202-624-7710, or GRieman@ncsha.org