City of Seattle

Housing Policy & Planning Strategic Advisor

SALARY	$51.88 - $77.82 Hourly	**LOCATION**	Seattle Municipal Tower, 700 5th Ave., Seattle, WA
JOB TYPE	Civil Service Exempt, Regular, Full-time	**JOB NUMBER**	2026-01417
DEPARTMENT	Office of Housing	**OPENING DATE**	10/29/2026
CLOSING DATE	12/1/2026 4:00 PM Pacific	**LANGUAGE PREMIUM**	No

Position Description

The mission of the Seattle Office of Housing (OH) is to build strong healthy communities and increase opportunities for people of all income levels to live in our city. To help support this mission, we are looking for a Housing Policy & Planning Strategic Advisor.

This is a senior member of the Office of Housing's Policy and Planning team. This position has responsibilities that span policy development and project implementation. With a focus on housing affordability, the position participates in our place-based initiatives, conducts original policy research and analysis, and pursues and advances site-specific real estate opportunities to promote equitable development patterns throughout Seattle.

In this role, you will function as both a technical expert on site-specific real estate opportunities and a big-picture strategist on housing policy. You will perform independent analysis and conduct stakeholder engagement with community members, housing developers, and advocates. You will be responsible for representing OH on cross-department planning and policy efforts; you will also present consensus recommendations to senior management and policymakers that address complex questions surrounding housing affordability and equitable development. While the questions facing this position are large, complicated, and embedded in a complex political environment, site-specific work will also offer you the chance to make immediate progress on the City's affordable housing goals.

Job Responsibilities

Your top 2 priorities in this role will be:

1. Policy Development

- Collaborating with OH staff, other City departments, and external stakeholders such as developers, property owners, businesses, nonprofit agencies, and affordable housing advocates to shape and refine housing and equitable development policy design.
- Performing research to evaluate best practices and new strategies; specific areas of inquiry may include data analysis, financial modeling, and policy analysis to inform policy development.
- Drafting presentation materials, reports, fact sheets, and other documents that effectively describe research findings and policy initiatives to diverse audiences.

- Representing OH at inter-jurisdictional and inter-departmental teams.
- Presenting policy recommendations to OH senior management, Council, and the Executive.

2. Project Implementation

- Advancing sites for affordable housing development by preparing site analysis and analyzing development feasibility and costs. Sites may include large commercial real estate opportunities suitable for major rental production as well as smaller sites that may be suitable for homeownership development.
- Coordinating due diligence and pre-development work on OH-initiated affordable housing sites, including managing contracts and external contractors.

Qualifications

You will be most successful in this role with a combination of the following:

Knowledge and Skills:

- Working knowledge of real estate development and/or finance, community development, and/or housing policy
- Demonstrated competency in real estate development budgets, pro formas, site analysis
- Strong analytical and quantitative skills
- Project management skills, including the ability to produce, track, and manage multiple deliverables with overlapping deadlines
- Cross-cultural written and oral communication skills
- Familiarity with government, including experience interacting with elected officials and the public

Experience in:

- Leading and building strong and effective teams
- Experience working in an independent, self-directed manner, and as part of a collaborative team
- Experience applying race and social justice principles in a work setting, and/or knowledge of the City of Seattle's RSJ initiative.

The ability to:

- Utilize your strong analytical and quantitative skills
- Work in an independent, self-directed manner, and as part of a collaborative team
- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities to meet deadlines in a fast-paced, team-oriented, and political environment

Additional Information

This is a civil service exempt, full-time position and is classified as a Strategic Advisor 1, Exempt. It is exempt from the Fair Labor Standards Agreement (FLSA) and is not eligible for overtime.

Salary: The full salary range for this position is $51.88 - $77.82 hourly. The hourly pay range for this individual position has been identified as $64.19 - $70.34.

Hiring Timeline: The first round of interviews for this position is tentatively scheduled for January 5-12, 2027, with the second round taking place on January 18-22, 2027.

Accommodations: We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact Sandra Wong or sandra.wong@seattle.gov to request accommodation.

Schedule: This position offers the flexibility of a hybrid work schedule. Employees will be expected to be in-office three days a week. Individual schedules will be based on agreement between the employee and their supervisor.

Benefits: The City of Seattle offers a comprehensive benefits package, including vacation, holiday, and sick leave as well as medical, dental, vision, life, and long-term disability insurance for employees and their dependents. More information about employee benefits is available on the City's website at: https://www.seattle.gov/human-resources/benefits. Please select an option under the “Most Employee Benefits” heading.

Why work at the City? At the City of Seattle, public service is more than a job; it’s a chance to shape the future and make a meaningful difference in the lives of everyone who works, lives, or plays in our city. With 12,000 employees across 40+ departments and 1,100 job titles, we are united by a common purpose: to create a Seattle that is vibrant and welcoming for all. Whatever your role, you’ll help power a forward-looking city that leads by example — inclusive, innovative, equitable, and community-focused – while joining a diverse team committed to solving challenges and making a lasting impact together. Join us in building a Seattle where everyone thrives!

APPLICATION PROCESS:

Please submit your application at https://www.governmentjobs.com/careers/seattle/. Applications will be accepted for this position until **4:00pm Pacific Time on Tuesday, December 1, 2026**. To be considered for this position, in addition to completing your application fully, please attach:

- A PDF of your current resume that illustrates your related skills, experience, and abilities
- Cover Letter explaining your interest in this opportunity with Seattle’s Office of Housing and your capability to perform in this role

We encourage you to review the City of Seattle’s Application and Interviewing Tips Guide (Download PDF reader), which may be used as a resource as you prepare to apply and interview for positions with the City of Seattle.

This position is open to all applicants that demonstrate alignment with the skills and experience described above. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The City of Seattle encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Sandra Wong at sandra.wong@seattle.gov

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Employer
City of Seattle

Address
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, Washington, 98104

Website
http://www.seattle.gov/jobs

Housing Policy & Planning Strategic Advisor Supplemental Questionnaire

QUESTION 1

Please describe your experience in public policy, particularly as it relates to housing and community development.

QUESTION 2

The City of Seattle, including the Office of Housing, plays a vital role in helping to reduce racial disparities and create equitable outcomes for everyone. In your experience, what concepts are important to consider when approaching work that will impact diverse populations and low-income communities?

QUESTION 3

This position offers the flexibility of a hybrid work schedule. Employees are expected to be in the office 3 days a week. Please confirm your understanding and ability to meet the needs of this schedule.

- ◯ Yes
- ◯ No

QUESTION 4

To be considered for this role you must attach BOTH a cover letter and a resume. Have you attached both of these documents? (NOTE: Even if you have imported your resume into the fields of your application, you must still attach it)

- ◯ Yes
- ◯ No

* Required Question