

**We offer competitive salary, great benefits, and work that matters to our community.**

## **The Organization**

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

**Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!**

## **The position:**

We are seeking to fill a Strategic Advisor position for our Housing Operations Department. The Strategic Advisor serve as a key advisor to the department and manage planning, analysis, and implementation of diverse functions of an administrative nature that facilitate and support management operations to include projects, strategic initiatives, and collaborative efforts that support the Agency's goals and objectives. Dependent on the department and project, the range of major functions may include administration, management, human resources, compliance management, management, strategic planning, community and stakeholder management, and policy, and facilities and field management

The **Strategic Advisor** will be paid in the range of **\$40.81 – \$61.21 per hour (D.O.E, knowledge, skills, and abilities)**

## **The ideal candidate has:**

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Master's degree in public policy, public administration, business administration, community economic development, human services, or related field.
- Four additional years of directly relevant experience may be considered in lieu of required degree
- Four years of experience in public or non-profit program management, program/policy evaluation and/or policy development and implementation, community building/economic development preferably in low-income communities.
- Valid Washington state driver's license with an insurable driving record.

## What will you be doing?

- Advise and support senior management in the formulation of major policies and planning in an array of areas; provide recommendations for the development of significant departmental programs, or optional approaches to enhance the effectiveness of activities
- Act as a key advisor to senior management of SHA on the nature, direction, and scope of significant programs by providing strategic review and input on operational activities and plans; assist in defining program goals and objectives, develop and implement policy and procedures, and make decisions affecting SHA's highly visible, or high impact services.
- Develop, present, and coordinate implementation of policies with broad, or significant long-term impacts and long-term resource implications on SHA's priority programs.
- Review issues and make recommendations to senior management on appropriate levels, sources, and the allocation of resources for major housing services, programs, or activities having an impact on the conduct of business by multiple housing organizational units.
- Act as a technical expert in specific areas of a business unit to senior management, and possibly to the SHA Board of Commissioners on matters relating to diverse functions of an administrative nature as requested. Develop and make authoritative policy recommendations to department directors which shape policies, procedures, and program elements that impact the conduct of business across multiple Housing organizational units.
- Provide active leadership, focus, and direction to cross-functional, departmental, or jurisdictional teams as an authoritative representative of SHA to achieve important SHA objectives related to priority programs. Develop and defend recommendations on policies and changes affecting SHA's ability to fund and deliver programs and services.
- Establish channels and communicate with internal and external audiences as an authoritative representative of senior management on a variety of significant issues related to SHA priority programs and services for the purposes of garnering support, shaping opinions, advocating controversial positions, and achieving important community objectives.
- Monitor and analyze developments on local, regional, and national legislative, community, and business issues related to low-income housing; develop and present recommendations for strategic responses and potential action.
- Participate in work groups and task forces with local, state, and national organizations on relevant legislation and/or emerging issues to present SHA's perspectives. Represent SHA at related meetings as assigned.
- Provide technical assistance to ad hoc interdepartmental problem-solving, planning, and policy development work groups on behalf of senior management.
- Coordinate activities and/or support departmental management team with special projects, reports for various projects, and reporting needs. Establish and maintain cooperative and effective working relationships with others across programs and departments to carry out projects and achieve results.
- Performs related duties as assigned.

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).