



Position Title: Policy Analyst
Supervisor: Director of Policy, Impact & Innovation
Classification: Exempt

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

During the fall of 2020, cdcb launched people. policy. power. “p3” to inform the development of equitable local, state and federal policies that will enable low- and moderate-income individuals and people of color to successfully navigate an increasingly complicated financial marketplace and claim their part of the American Dream. cdcb’s hyper-attention on individual PEOPLE has given us the deep understanding of the big picture changes needed in local, state, and federal legislation, rulemaking, and funding POLICY to increase the POWER to elevate our region out of persistent poverty.

Job Description

cdcb seeks a Policy Analyst to support public policy work in multiple areas. The Policy Analyst will further cdcb’s public policy priorities, including enhancing family economic well-being, advancing housing affordability and stability, addressing duty to serve provisions and community reinvestment act regulation. The Policy Analyst will conduct policy and program research, analyze policy, regulations, and administrative data sets, work directly with national, state, and local partners to support policy implementation, and contribute to the design and preparation of related issue briefs and tools. This position is ideal for someone interested in addressing disparities in public policy, with a specific focus on housing stability and financial inclusion. The Policy Analyst candidate should have excellent communication and research skills, the ability to balance multiple projects and a desire to produce original work. cdcb is seeking a highly motivated and collaborative individual to work closely with cdcb’s cross-disciplinary policy team. Commitment to intersectional policy work focused on serving persistent poverty communities of color is a must.

Specific Duties and Responsibilities

- Contribute to developing new bodies of work and a range of high-quality written materials, including policy reports, briefs, fact sheets, blogs, op-eds, talking points, and memos.
- Lead the execution of virtual and in-person roundtables, working groups, and other meetings by overseeing logistics, engaging partners, developing agendas, and meeting content, facilitating discussions, and monitoring follow-through on action items.
- Drafting organizational comments and statements for the record responding to federal policy actions.
- Conducting local, state, and federal policy scans.

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- Collaborating with national partners on strategy to advance cdc b's policy priorities.
- Tracking policy proposals and implementation in assigned content areas.
- Helping to prepare and complete deliverables and reports to funders.
- Representing cdc b externally by attending policy briefings and meetings.
- Quantitative and qualitative data collection and analysis.
- Preparing and delivering presentations in person and virtually.
- Support and prepare senior staff for regular internal and external meeting.
- Carrying out additional duties as needed

Required Qualifications, Skills and Experience

- Commitment to equity and reducing disparities based on race, ethnicity, and socioeconomics.
- An undergraduate or graduate degree in economics, public administration, public policy, social work, urban planning, or related fields with relevant experience.
- Expertise in affordable housing, financial inclusion, and poverty alleviation policy issues.
- Outstanding written and oral communications skills.
- Excellent attention to detail, organizational, and time management skills.
- Strong analytical and research skills.
- Demonstrated ability to manage projects, monitor responsibilities, and achieve goals.
- Ability to work well autonomously and as a member of a highly- collaborative team.
- Ability to present policy, practice, and research information to a variety of audiences, including federal, state, and local government officials, policymakers, and community partners. Flexibility and an ability to work in a dynamic and fast-paced environment.
- Curiosity and commitment to learning.
- Ability and willingness to travel (when safe to do so).
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, and audio/visual and conference calling technology; experience with data analysis tools a plus.

Compensation and Benefits

Salary is commensurate with experience.

- Base Salary - \$40,000 to \$52,000.
- Bonus – Up to 10% of salary (based on production goals met).

Benefits:

- 100% of premium for health, vision and dental benefits paid by cdc b.
- 401K retirement plan (no match required)
- Short term disability insurance
- 11 paid holidays
- Vacation - based on length of service
- 10 personal days annually

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To apply submit resume, cover letter and writing sample to:
ksaldana@cdcb.org

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