

JOB DESCRIPTION || DIRECTOR OF COMMUNITY ENGAGEMENT

Organizational Summary

The Minnesota Coalition for the Homeless (MCH) is an advocacy coalition of over 70 housing & homeless service providers and allied member organizations committed to ending homelessness in Minnesota through policy change. Founded in 1984, we are grounded in our core values of collaboration, community, and achievement. We strive to do all of our work through an equity lens by embedding the variety of lived experiences and perspectives of our team, stakeholders, and community partners into the work we do. As a nonpartisan, nonprofit, statewide coalition, MCH is uniquely positioned to advance policy change at the State Capitol. Since 2012, along with our partners, MCH has secured over \$2 billion in state funding to prevent/address homelessness, create/preserve homes and passed nation-leading policy reforms in Minnesota's economic assistance programs. MCH is a small and mighty organization that harnesses the power of advocates and caring communities across Minnesota.

Position Summary

The Director of Community Engagement is a public leader and strategic thinker who is able to build trusted relationships with a focus on individuals with lived experience of homelessness as well as partner/member organizations, government agencies, elected officials and other stakeholders as identified. MCH is seeking an individual who will lead in our community engagement efforts, specifically with individuals with lived experience of homelessness. This position works closely with the Director of Advocacy and in partnership with MCH staff. The partnership with the Advocacy Fellows is essential to this position.

Homelessness disproportionately hurts Black, Indigenous, People of Color and LGBTQIA+ people. We believe that these communities and anyone who has experienced homelessness are the experts and must be centered in the work we do. We will not be able to end homelessness without these communities identifying the issues, solutions and making decisions. We recognize that marginalized groups have different access to employment and job advancement and believe strongly in leadership development and lifting up the voices of non-traditional leadership. We will work with the right candidate to develop the necessary skills to be successful in this position, including a budget for personal training. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities to apply.

The Advocacy Fellows have identified several traits and priorities for creating a working relationship that is supportive, accountable, and creates safe spaces for learning and building their strengths.

- Strong belief that people with lived experience should be leading all change efforts, and a passion for supporting lived experience leaders in their development
- A deep understanding of how racism impacts homelessness and the homelessness response system, the difference between equity and equality, and a proven ability to prioritize racial equity in their work
- The ability to identify the unique strengths of an individual and to strategize through a strength-based approach

- Excellent communication skills including welcoming tension and facilitating solutions-focused difficult conversations when necessary
- Someone who can model a good work-life balance, setting boundaries around capacity, and practicing collective care
- Willingness to learn, be flexible, reachable, and can hold them self and others accountable
- The Advocacy Fellows would like to see the position filled by someone who has lived experience with homelessness and/or housing instability, and that is already engaged in advocacy work in some capacity.

Salary/Benefits/Other Information

This is a full-time, exempt position. The annual salary range for this position is \$55,000-\$60,000 depending on experience. MCH provides a robust benefits package including health, dental, vision, short-term disability, life insurance, two months of paid leave for the birth/adoption of a child, paid sick/safe time, 401k, and unlimited paid vacation. This position reports to the Executive Director.

Working Location

This position is a hybrid position requiring a blend of in-office work responsibilities to be completed at the organization's physical office location in St. Paul and some work being completed in a virtual environment. Due to the seasonality of our work, some time of the year may require all days in the office. Travel to metro events and some statewide travel is required.

Responsibilities & Essential Functions

Advocacy Fellowship Program Management

- Work in close collaboration with the Director of Advocacy to co-lead the Advocacy Fellowship Program. This program is intended to provide mentorship and hands-on experience to leaders with lived experience of homelessness who are interested in exploring advocacy as a career while enhancing MCH's advocacy.
- Ensure Advocacy Fellows have the support and training they need to fully participate in their Fellowship including in community policy and planning discussions, and that the external spaces that the Fellows join are prepared and committed to fully include Fellows in the work.
- Responsible for various administrative duties of the Advocacy Fellowship program. Examples include but are not limited to recruiting applicants, leading the application and selection process, securing all payment related documents (contracts, W-9s, banking information), tracking fellowship expenses, preparing agendas and resources, organizing documents, managing calendars, etc.
- Lead the Advocacy Fellowship full group sessions and 1:1 supervision times for each Advocacy Fellow
- Provide feedback and assistance with reports to funders on updates and outcomes related to the Advocacy Fellowship and grant applications for the Fellowship.

Engagement

- Be a convener, facilitator, and leader in creating safe spaces for diverse groups to gather together and work towards ending homelessness.
- Complete listening sessions with diverse communities across the state to help generate statewide legislative proposals to end homelessness.

- Strengthen relationships with and provide support, training, and consultation to advocacy groups led by people with lived experience of homelessness.
- Build a base of advocates to grow MCH's statewide power and influence.

Policy Development & Advocacy

- Ensure that people with lived experience of homelessness have an authentic and meaningful leadership role in setting MCH's legislative agenda, strategy development, and advocacy at the Capitol.
- Convene and facilitate partners and stakeholders to strategize tactics and approaches to advance our policy agenda, collective work, and ensure that MCH is proposing good legislation.
- Seek out opportunities for community members with lived experience to advocate in ways such as testifying at public hearings, attending private meetings with lawmakers, speaking at press conferences, etc.
- Provide holistic support to advocates engaged in policy advocacy through training, support, and hearing preparation; examples include support in preparing testimony or coordinating travel arrangements.
- Work in close collaboration with MCH's lobbyist and the Director of Advocacy on action items needed to advance our legislative strategy.

Organizational Support & Integration of Engagement into Events

- Work in partnership with the entire MCH staff to ensure that we provide meaningful opportunities for advocates with lived experience to engage and contribute to our events; examples include scholarship coordination for the annual conference.
- Meaningfully contribute to the planning and execution of key events including Homeless Day on the Hill which draws over 800 people and the annual conference which had over 700 people in 2023
- Attend and participate in staff meetings such as the weekly team meeting, legislative team meetings, event planning meetings, and organizational planning meetings.
- Act as a back-up as needed for drafting and setting up action alerts

How to Apply

Send a cover letter, resume, and three references to info@mnhomelesscoalition.org with the subject line "**DirectorofCommunityEngagement_YourFirstandLastName.**" First review of applications will occur on January 16, 2024; position is open until filled.

The Minnesota Coalition for the Homeless is an equal opportunity employer and encourages applications from Black, Indigenous, People of Color, Persons with Disabilities, LGBTQIA+ individuals, women, and individuals with lived experience of homelessness.