



Policy and Strategy Assistant to the CEO
King County Regional Homelessness Authority

Role Title: Policy and Strategy Assistant to the CEO

Salary Range: \$80,000 - \$130,000 per year

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019 the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches in order to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and is looking for dynamic and skilled leaders at all levels.

Team Overview

The Executive Team within the Authority is responsible for strategy development, implementation, and overall oversight of the agency. Housed directly within this team are core workstreams, including: innovation, communications, equity, and administrative support. The team has direct lines of interaction with all offices across the agency.

Role Description

The Policy and Strategy Assistant to the CEO Assistant works closely with the CEO and other senior team members to coordinate and lead high level special projects and provide confidential strategic and administrative support to the CEO. The Policy and Strategy Assistant to the CEO is responsible for supporting the CEO and other senior leaders through a combination of project management, strategic support, policy research, writing and editing,

and high level administrative and relationship support functions. completing complex reports and analysis for the organization.

This role will also work independently or with senior leadership. Interfaces with external stakeholders including senior representatives of state, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

Accountabilities

Policy Research and Recommendations (25%)

- Provide insight into relevant policies and programs for the CEO and Executive team by developing memos and briefings that synthesize best practices and current work.
- Perform detailed analysis of incoming information from a variety of sources to identify relevant data and synthesize into programmatic and policy recommendations for KCRHA.
- Develop policy proposals for the CEO and the Executive team using research from best practices, current landscape and local data.
- Work with KCRHA staff, local stakeholders, and other relevant partners to identify upcoming policy considerations that the CEO and Executive team should have knowledge about.
- Anticipate upcoming needs related to research and policy and develop the necessary materials to ensure the CEO and Executive team are fully informed.
- Develop presentation materials, memos, and other communication tools to convey programs and initiatives designed by the CEO and the Executive team.

Strategic Support (60%)

- Develop daily and weekly briefings for the CEO's meetings and schedule.
- Support the CEO in their communication with the Executive team, KCRHA staff, and external partners.
- Oversees process development for the Executive Team and assists in creating useful internal structures to support staff in executing their work.
- Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the CEO.
- Drafts and edits various documents including internal/external correspondence. Creates and maintains files, reviews drafts, and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature.
- Keeps abreast of CEO's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and corrects course as appropriate.

- Performs other tasks and duties as assigned by the CEO.

Stakeholder Engagement (15%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Makes high level contacts of a complex nature inside and outside of the agency.
- Demonstrates an ability to interact with persons of all backgrounds, cultures, and affiliations within all levels of government, business, or non-profit entities.
- Assists in coordinating activities between the agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials.
- Participates in meetings, taskforces, and workgroups both internally and externally on behalf of the CEO.
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight.

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 3 - 7+ years of related work experience in the government, non-profit or related field
- 2+ years of experience as a project manager
- A track record of success of leadership of teams
- Budget management experience
- Proficiency/comfort using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel routinely throughout the region to meet with stakeholders and engage the community.
- Experience working across government agencies and related
 - structures/governing bodies
- A track record of success in operations and stakeholder engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes

- Superior oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail