



UNITED STATES INTERAGENCY COUNCIL ON HOMELESSNESS (USICH) JOB ANNOUNCEMENT FOR POLICY DIRECTOR-GS-301-13

USICH POSITION TITLE	Policy Director
SALARY RANGE AND GRADE:	Salary Range: \$112,015-\$145,617; Grade GS-301-13; NOTE: Budget cap for this position: \$126,949
USICH OFFICE LOCATION	250 E Street, Suite 3100, Washington, DC 20024
POSITION DUTY STATION	Applications accepted from residents or applicants willing to relocate (at their own expense) to Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
TELEWORK STATUS	Telework at the discretion of the Agency
POSITION REPORTS DIRECTLY TO	Director of Policy Initiatives
POSITION INTERACTIONS	External clients, Internal clients, Direct reports, staff, peers, vendors
NUMBER OF DIRECT REPORTS	none
TITLES AND LOCATIONS OF DIRECT REPORTS	N/A
EDUCATION and EXPERIENCE REQUIREMENTS	None. College Degree a plus; Master's degree a plus; Prior federal experience a plus
TRAVEL REQUIREMENTS	Local and overnight travel may be required

KEY ROLES

This position serves as a Policy Director with the US Interagency Council for Homelessness (USICH) and provides support to the Executive Director and the Director of Policy Initiatives. The mission of the USICH is to coordinate the Federal response to homelessness and to create national partnerships at every level of government and with the private sector to reduce and end homelessness in the nation while maximizing the effectiveness of the Federal Government in contributing to the end of homelessness.

MAJOR DUTIES AND RESPONSIBILITIES

- In partnership with the policy team, the Policy Director is responsible for the implementation and any amendments to the USICH Federal Strategic Plan and its corresponding operating plan, reporting on progress, and measuring performance within USICH and for the Council as a whole.
- In addition to managing relationships with the agencies that belong to the Council, the Policy Director manages work with Council partners, including strategic partnerships with national advocates and nonprofits.
- The Policy Director collaborates with the communications team on USICH communications, including publication of all major documents, the website and social and traditional media and speeches.
- The Policy Director contributes to USICH's clearinghouse for research and information about solutions

to homelessness via content production, compilation, and other associated work.

- Provide senior level knowledge and support for all Agency activities. Provide authoritative advice and consultation to the Council and agency leadership on a broad range of issues related to preventing and ending homelessness through the improved coordination of federal agency programs and working in partnership with states, local governments, the private sector, and nonprofit organizations.
- Responsible for the direct implementation of the USICH Federal Strategic Plan
- Coordinates policy team's work with communications, public affairs, and congressional external affairs strategy development and implementation.
- At the request of the Executive Director, act as the official spokesperson for the Council.
- Manage USICH policy agenda, interagency collaborations, and relationships with Council member agencies.
- Perform other tasks as requested by direct supervisor and the Executive Director and the Council including, but not limited to, assisting in briefings before Senior Administration officials and Congress, organizing and conducting senior level meetings, and serving as official spokesperson at official speaking engagements.
- Develop and implement the necessary management systems and procedures to ensure that the policies, programs, goals, and objectives of the Council are achieved.
- Assign and review work products, keep staff informed of the policies, procedures and goals of the Executive Director and the Council.
- Duties as assigned.

Application Information

- For immediate consideration, please send to policyjobs@usich.gov the following: a cover letter which includes your availability and qualifications that match our requirements, and your resume.
- **USICH employees are Excepted Service, Schedule A. USICH has a sunset of 2028. No USICH position can exceed the sunset of USICH of 2028.**
- **The announcement is open to the public.**
- **This Position open until filled. Review of applications will begin immediately upon receipt and position will be filled as soon as possible.**
- Applicants will be accepted from individuals who reside in and/or are willing to relocate at their own expense to the following states (listed in alphabetical order, not order of preference): Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
- USICH allows telework at the discretion of the agency.
- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- This position requires a background check.
- All Federal employees are required by PL 104-134 to have Federal payments made by Direct
- Deposit.
- Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Position includes a 1-year probationary period in which incumbent can be terminated without cause.
- Relocation expenses are not authorized.
- This is a Full-time position with federal government benefits.
- The Federal government offers several exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here [Federal Employee Compensation Package \(opm.gov\)](#).
- This position is exempt from the Fair Labor Standards Act. This position is not in a bargaining unit.