Job Posting: Temporary Full-time Policy Associate

MHP seeks a temporary full-time Policy Associate to support our policy team's activities, including for the 2027 Legislative Session, with position ending on June 30, 2027.

About MHP

Founded in 1987, MHP drives innovative housing solutions through original research, strengthens community development efforts with rural communities and Native Nations across the U.S., and advocates for policies to ensure everyone has a place to call home. MHP is focused on expanding housing and community development opportunities for those most impacted by economic and racial disparities.

At MHP you will be empowered to be entrepreneurial, strategic, and bold, as we work to address our need for homes we can afford with real solutions.

MHP is a leading force for affordable housing policy, providing bipartisan credibility and driving collaborative work with housing partners across Minnesota—from rural areas to the Twin Cities metro. MHP works with housing leaders to develop policy solutions and lead campaigns and coalitions, to secure funding, and shape legislation and regulations that support homes we can afford.

MHP has led successful advocacy efforts to expand funding in Minnesota for affordable homes, year after year. In 2026, our efforts helped secure $40 million for emergency housing assistance. In recent years, MHP helped establish a new State Housing Tax Credit funded at over $9 million annually, increased funds for emergency rental assistance, and successfully secured hundreds of millions in bonds for housing.

Signature ongoing campaigns MHP helps to lead include establishing statewide zoning reforms and fighting for dedicated revenue for affordable homes through a constitutional amendment.

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Job Title: Temporary Full-time Policy Associate
Job Type: Full time, Exempt, Temporary position ending June 30, 2027
Salary Range: $55,000-65,000; eligible for comprehensive benefits package, including health, dental, vision, vacation.
Reports To: Deputy Executive Director
Application Deadline: Applications considered starting October 29, 2026, until the position is filled.

To Apply: Learn more and apply via our online portal. You will be asked to submit a Resume, Cover Letter, and three professional references (including name, organization, email address and phone number, and relationship to you).

Job Summary:

MHP seeks a temporary full-time Policy Associate to support our policy team's activities, including for the 2027 Legislative Session, with position ending on June 30, 2027.

MHP's Policy Associate will support MHP's federal and state policy work by conducting policy research, drafting advocacy materials, and building relationships with community partners and lawmakers to influence social change.

MHP's policy agenda includes legislative and administrative priorities at the state and federal government levels, as well as engagement strategies. The Policy Associate will support MHP's state legislative work, policy development and advocacy, and management of campaigns and events.

This position reports to the Deputy Executive Director and works closely with the Policy Manager. The Policy Associate is expected to be based in the Twin Cities metro area, able to meet in person with lawmakers and attend hearings at the State Capitol on a regular basis.

Key Responsibilities

- **Research and Analysis, Legislative Session Support**
  - Track state legislation and regulatory actions related to MHP's legislative agenda and policy goals.
  - Monitor and track bill introductions, attend hearings, schedule meetings with lawmakers, and help prepare written and verbal testimony for hearings.
  - Gather data, review literature, and analyze policy impacts.
- **Content Creation:**
  - Draft policy briefs, fact sheets, memos, and reports.
  - Write blog entries, newsletter updates, and campaign communications to help inform stakeholders and the public.
- **Stakeholder Engagement:**
  - Coordinate meetings and communications with coalition partners, community stakeholders, and public officials.
  - Help plan and host virtual or in-person advisory and public education events.
- **Campaign and Project Support:**
  - Manage project timelines, draft and share communications, meeting and event reminders, assist with list management.

- **Other Duties as Assigned:**
    - Support the Deputy Executive Director and the Policy Manager with other tasks assigned.

Qualifications and Skills

- **Required Qualifications:**
    - Bachelor's degree in political science, public policy, English, or related field.
    - 1–3 years of professional or internship experience in public policy, advocacy, or non-profit operations.
    - Strong written and verbal communication skills, with the ability to translate complex data into clear messaging.
    - Exceptional organizational skills and attention to detail.
- **Preferred Qualifications:**
    - Familiarity with the legislative process.
    - Experience working with campaigns, communications, or community organizing.
    - Graduate degree or course work in public policy, public affairs, or a related field

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Physical Demands and Work Environment:

- Sitting and standing for extended periods of time, including work from the Minnesota Capitol
- MHP is a fully remote workplace with the option for employees to work from its physical office, located at 2550 University Ave W, Ste 200N, Saint Paul, MN 55114
- MHP will provide a computer and other equipment to support the ability to work from home or remote locations.

Salary and Benefits

- Comprehensive benefits package provided, including health, dental, and vision.

Equal Opportunity Statement
MHP is an equal opportunity employer and strongly encourages applications from people of color, women, LGBTQ+ individuals, persons with disabilities, and individuals from other historically underrepresented groups.