



## **Policy Director**

### Position Description

The 1000 Friends of Wisconsin (1KF) Policy Director will assess and build policy at the State Capitol around housing reform to bring about more housing affordability and options. This work aims to increase housing choices for more infill and density, reduce carbon emissions, and improve active transportation and transit access. Just as with all 1KF work, environmental justice is at the forefront with outcomes of respecting & protecting our ecosystems.

#### **Primary Responsibilities:**

- Research & develop housing policy that increases affordability & housing options. Assess current statewide policies, review best practices from around the country, & tailor feasible policy strategies.
- Build housing coalition statewide - a network of organizations & leaders who support pro-housing policy (housing/zoning, building code, and tax levy limit reform) to organize a strong effort for policy change.
- Meet with elected officials to further build a coalition (in non-lobbying capacity).
- Oversee & manage 2 staff positions (Lead Organizer & Comms/Digital Director) and 1 contracted Lead Organizer as part of a 4-staff housing team.
- Oversee webinars, workshops, technical assistance, and other programming meant to educate the public about the connections between housing, transportation, & climate.
- Serve as needed on committees and leadership teams statewide and regionally, aligned with our mission.
- Help identify foundations and granting organizations to bring in new revenue for the organization's housing campaigns & programs.
- Attend conferences, summits, & events for professional development and networking, with opportunities to present.

#### **Required Qualifications:**

- Bachelor's degree in political science, urban planning, history, social sciences, international/global studies, or a related field
- Understanding of statewide and local planning issues related to housing, zoning reform, and segregation.
- Experience facilitating meetings and giving presentations
- Ability to travel statewide
- Strong written & verbal communication skills
- Demonstrate understanding of and commitment to the mission of 1KF

**Preferred Qualifications:**

- Located in or near Madison, WI
- Master's degree in political science, urban planning, history, social sciences, international/global studies, or a related field
- Experience advocating for change at the local, regional, and/or state level
- Policy development experience
- Personnel & project management experience

**Appointment, Salary Range, & Benefits:**

- 2-year appointment minimum with intent to renew
- \$60,000 - \$66,000 per year starting salary - based on experience and qualifications
- 13 paid holidays per year
- Paid annual leave accrues as follows: Years 1-3: two weeks annual leave/year; Years 4-6: three weeks annual leave/year; Years 7+: four weeks annual leave/year
- Paid sick leave accrued at the rate of 6 hours per month
- Participation in our established 401 (k) pension plan after six (6) months of employment, with 1KF matching up to 3.5% of an employee's personal contributions

**Work Conditions:**

Highly flexible working conditions and family friendly. Work full-time (35 hours per week, salaried) and remotely, Monday to Friday (and occasional evening and weekend work); ability to provide one's own transportation for attending in-person work locally. Rental car and/or train tickets provided for statewide travel.

**How to Apply:**

If you are interested in being considered for this exciting opportunity and can demonstrate the required abilities and knowledge, please submit your resume and cover letter to:

Trevor Roark, Executive Director: [trevor@1kfriends.org](mailto:trevor@1kfriends.org)

Subject line: "Policy Director"

\*Please email any/all questions to Trevor Roark.

Applications will be reviewed as received with the goal of identifying an outstanding candidate by late Dec. The expected start date for the position is as soon as possible.

1000 Friends of Wisconsin is a 501(c)3 non-profit and Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.

For 1000 Friends history and current programming please visit our websites:

[www.1kfriends.org](http://www.1kfriends.org)

[www.rethink794.com](http://www.rethink794.com)

[www.activewisconsin.org](http://www.activewisconsin.org)

[www.togetherforhomes.org](http://www.togetherforhomes.org)

[www.madisonformoreneighbors.org](http://www.madisonformoreneighbors.org)

Dec. 2025