



## Affordable Housing Tax Credit Coalition Open Access Fellowship Description of Roles and Responsibilities

The [Affordable Housing Tax Credit Coalition](#) (AHTCC) is seeking an Open Access fellow who is interested in promoting affordable housing through public policy, specifically by working to expand and strengthen the Low-Income Housing Tax Credit (Housing Credit). The fellow will work closely with the AHTCC team to help gather data on affordable housing, support the development of advocacy resources, stay up to date on issues impacting affordable housing, and support the AHTCC's efforts to demonstrate how the Housing Credit supports diversity, equity, and inclusion goals.

This fellowship is an optimal opportunity for candidates who hope to meaningfully contribute to an organization advocating for affordable housing policy. The ideal candidate for this fellowship will have an interest in promoting affordable housing and public policy, and will have demonstrated time management and organization skills, excellent verbal and written communication skills, attention to detail, and will be comfortable using Microsoft Excel and being a member of a team in a fast-paced environment.

This fellowship will run for at least three months, with the potential for further extension. The position will ideally include remote work as well as in-person meetings in Washington, D.C., where the AHTCC team is based, but we will consider candidates who do not live in the Washington, D.C., area and will need to work remotely full-time as well.

### About the AHTCC

The AHTCC is a trade organization of housing professionals who advocate for the Housing Credit—the nation's primary tool to finance affordable rental housing—and has been at the forefront of efforts to protect and bolster the program since the AHTCC's founding in 1988. In the year ahead we are focused on legislative and regulatory advocacy to further expand and strengthen the Housing Credit, working with Congress and the Biden Administration. Learn more about our priorities [here](#).

Our over 230 member organizations—including syndicators, investors, lenders, developers, legal and accounting professionals, state allocating agencies, public agencies, and coalitions—have supported the provision of Housing Credit properties in every state and U.S. territory. AHTCC member organizations have provided financing for more than one and a half million affordable homes, invested more than \$35 billion into Housing Credit properties, and developed more than half a million affordable homes.

### Description of Roles and Responsibilities

Depending on the needs of the organization and the candidate's interests, responsibilities may include:

- Compiling research and data on initiatives in the affordable housing industry promoting diversity, equity, and inclusion
- Collecting, tracking, and analyzing data about the Housing Credit and AHTCC member impact to inform advocacy efforts



- Developing content for and updating the AHTCC's website, including creating new webpages about the impact of the Housing Credit
- Assisting in preparations for AHTCC webinars, events and meetings
- Monitoring and summarizing congressional hearings, and other affordable housing webinars, events and meetings
- Assisting in creating and updating advocacy materials and tools to equip AHTCC members to effectively advocate on behalf of the Housing Credit
- Assisting in the drafting of content for newsletters, advocacy alerts and other communications for the AHTCC membership and broader affordable housing industry
- Assisting with social media outreach and engagement
- Contributing to the AHTCC's policy, communications and membership goals by accomplishing related tasks as needed

### **Requirements**

- Commitment to the mission of providing affordable housing and an interest in advocacy
- Proactive, detail-oriented, and professional, with excellent written and verbal communication skills
- Proficient computer skills, including Microsoft Office suite (Excel, Word, and PowerPoint)
- Ability to work remotely, including computer, phone and internet
- Demonstrated research and data management skills preferred
- Familiarity with major social media platforms (e.g., Twitter, Facebook, LinkedIn) preferred
- Completion of a bachelor's degree

### **Application Process**

Candidates may apply by sending a resume and cover letter to [info@taxcreditcoalition.org](mailto:info@taxcreditcoalition.org).