

Position Title: Director of Policy and Partnerships

Job Family: Executive

FLSA Classification: Exempt

Reports to: President & CEO

Purpose

The Director of Policy and Partnerships will report to the President & CEO and is responsible for taking the lead in the strategy work necessary to develop and execute DBWPC's legislative and public policy advocacy initiatives. The Director will work collaboratively with the President & CEO, Leadership Team, Justice for Girls Leadership Council, and community partners. The Director will bring an understanding of issues impacting girls, young women, and youth who identify as female, especially those impacted by the justice system. Additionally, knowledge of the State of Florida legislative and budget processes and an understanding of federal-level processes are critical to this position. The Director is expected to represent DBWPC in a variety of public and private events and to travel when needed.

Essential Responsibilities

Oversee the development of the advocacy agenda and policy platform

- Collaborate with the President & CEO (or designee) in establishing the direction and focus of the advocacy agenda and public policy platform
- Review the Justice for Girls Blueprint for Action (and other DBWPC publications and/or sources of information) to inform recommendations for the direction and focus on the public policy platform
- Work closely with the President & CEO, Leadership Team, and collaborative partners (if indicated) to develop key priorities and strategies for achieving policy and advocacy goals

Coordinate, promote, and monitor the execution of the advocacy agenda and policy platform

- Publish an annual advocacy platform that includes a work plan with specific priorities, goals, objectives, strategies, deliverables, and timelines
- Execute the work plan
- Lead the advocacy initiative outlined in the annual platform and track progress
- Troubleshoot and revise plans as needed

Research, identify, monitor, and analyze local, state, and federal issues that affect DBWPC's agenda and priorities

- Research, track, and analyze relevant state and federal legislation
- Create and manage systems to track information about key issues
- Monitor legislative initiatives, proposed legislation, bill tracking, committee hearings, media stories, etc. to identify issues that can potentially affect girls, young women, and female-identifying youth

- Attend relevant meetings (legislative committee hearings, workshops, coalition meetings, etc.) locally, in Tallahassee and/or Washington, DC, and other avenues as necessary to monitor issues, tract bills/proposed legislation, community hearings, etc. to identify issues relevant to DBWPC's mission
- Keep the President & CEO (and designees) up to date on key issues and provide recommendations for effectively responding (when warranted)

Develop clear messaging and communication strategies

- Collaborate with Leadership Team (and collaborative partners as indicated) to develop clear and unified positions on critical policy issues and complementary messaging on those positions.
- Work with Development/Communications to plan and produce consistent, thoughtful, and timely written pieces (issue briefs, position statements, talking points, editorials, etc.) that advance policy perspectives critical to DBWPC's mission
- Draft advocacy messages for public consumption (social media, etc.) and coordinate distribution with Development/Communications that support the advocacy platform
- Draft and present testimony (as appropriate) on public policy issues as determined by the President & CEO (or designee) and as aligned with the advocacy platform
- Respond to requests for information from Executive and Legislative staffers and other relevant entities

Networking, Collaboration, and Maintaining Effective Relationships

- Develop strategies for cultivating and engaging with the local, state, and federal entities (city council, mayor's office, legislative delegation, appropriate members of the Executive Branch, House/Senate members/committees, appointed officials)
- Cultivate and maintain effective relationships with key elected and appointed leaders, key legislative committees, and their staff members
- Educate legislators and other policymakers regarding DBWPC's advocacy priorities
- Represent DBWPC in meetings with Congressional and federal agency staff, State of Florida Executive and Legislative officials, and staffers including maintaining and developing new relationships within these branches.
- Represent DBWPC at events, which may include some local, statewide and national travel
- Build and maintain relationships with citizen leaders and colleagues to advance the advocacy platform
- Build and nurture effective alliances
- Build and maintain relationships with elected officials, their representatives, and staff
- Manage relationships with coalition partners and create new relationships with key stakeholders in the field (advocates, policymakers, service providers, funders, etc.) as indicated

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Required Knowledge, Skills, and Abilities

Organizational:

- Expert understanding of Girl-Centered Principles and practice-based research – Understands Girl-Centered principles and is willing to grow in the knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to the supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Knowledge of the legislative process and/or governmental affairs
- Proven track record of accomplishments in Policy and Advocacy
- Strong understanding of the connections between research, policy, and practice implications
- Experience working with diverse populations
- Ability to work independently and within a team
- Ability to work with minimum supervision
- Public speaking and presentation skills, as well as strong written communication skills
- Proven planning and analytical skills to evaluate complex situations and recommend next steps/solutions
- Clear and strategic thinker with a proven ability to work independently and effectively
- Knowledge of governmental and legislative processes, especially the Appropriations process
- Commitment to DBWPC's Mission and Values
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Ability to work independently and collaboratively
- Ability to travel
- Executive-level problem-solving skills

Supervisory Responsibilities:

- Serve as a member of the Leadership Team
- Serve as the lead of the Justice for Girls Leadership Council
- Maintain effective lines of communications, keeping the President & CEO informed of all critical issues
- Collaborate across all areas (research, programs, communication, development)
- Present at Board of Director meetings as assigned
- Represent DBWPC in external events as assigned

Work Environment/ Demands

This position operates primarily in a professional office setting or remotely, as approved.

This position routinely uses standard office equipment such as computers and phones.

- This position occasionally picks up or moves objects up to 10lbs.
- This position constantly requires repetitive hand and wrist motions.
- This position requires remaining stationary in a sitting or standing position occasionally.
- This is a highly communicative position, requiring constant communication to exchange messages with clients, staff, and community members.
- This position requires a constant ability to assess the level of accuracy, neatness, and thoroughness of the work assigned.

Position Type/Expected Hours of Work

This is a full-time position. Typical work hours are Monday through Friday, 9 a.m. to 5 p.m.

Occasional evening and weekend work may be required as job duties demand.

Travel

Travel to conferences and media events related to research releases

Required Education and Experience

- Minimum 3-5 years of experience in Legislative Advocacy, Governmental Affairs, Policy Analysis, and/or a bachelor's degree in Social Work, Political Science, Sociology, Criminal Justice, or Legal Studies

Preferred Education and Experience

- Master's Degree in Social Work, Political Science, Sociology, Criminal Justice, or Legal Studies
- 3-5 years of experience in Women's Issues and/or Justice Reform

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental

disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

If you would like to apply for this position, please visit www.seethegirl.org/careers