



JOB DESCRIPTION

TITLE:	Policy Analyst- Human Services
DEPARTMENT:	Policy and Program Department
REPORTS TO:	Director of Policy, Advocacy & Research
STATUS:	Exempt
DATE PREPARED:	March 2017

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service and faith based organizations that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers and strive to reduce poverty, advance upward mobility and create shared prosperity.

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

POSITION OVERVIEW

The Policy Analyst is responsible for policy formulation, direction, and implementation of campaigns focused on promoting policies that improve the social and economic well-being of low income New Yorkers. FPWA recently completed our strategic plan and has the vision to be a driving force behind unparalleled upward mobility for New York's most vulnerable. The Analyst is a critical position to achieving this vision, and we are looking for a dynamic and strategic new team member who has the broad skills and passion needed to implement large-scale change.

MAJOR RESPONSIBILITIES INCLUDE

Policy Advocacy (90%)

- Assume primary responsibility for the policy formulation, direction and implementation of advocacy campaigns designed to impact low-income New Yorkers, specifically in the area of nonprofit infrastructure and through the support of human services budget items. This includes taking a leadership position on coalitions related to our human services work.

- Collaborate with member agencies, allies, coalition groups, and across FPWA departments to promote and advance policy campaigns through the implementation of effective advocacy and engagement strategies.
- Identify new and emerging policy priorities that impact vulnerable and low-income populations, are of interest to our member agencies, and provide opportunities for FPWA leadership.
- Conduct timely analysis and maintain on-going monitoring of relevant proposed and enacted legislation and regulations on the city, state and federal levels.
- Produce high-quality policy documents (e.g., policy statements, articles, testimony, memos of support or opposition, etc.) that are well researched, strategic and well written.
- Develop and maximize strong and effective relationships with key legislators and staff.
- Oversee the execution of PAR legislative events, including city and state advocacy days and our legislative roundtable and breakfast.

Administration (10%)

- Assist with fund development, including drafting proposals, writing reports, and supporting fundraising activities.
- Perform administrative duties as required by the issue areas and by the PAR Unit (e.g. setting up for meetings and events, ordering of photocopy jobs, phone calls, etc.).
- Serve on internal committees representing FPWA.
- Perform all other related duties as assigned. Work on related FPWA efforts as assigned.

QUALIFICATIONS

- **Policy Advocacy** – demonstrated advocacy skills and experience; proven success with coordinating advocacy campaigns; knowledge of policy issues in the area of human services; firm understanding of city, state and federal legislative processes; proactive in prioritizing and selecting among numerous issues worthy of advocacy and the ability to assess and justify the continuation or discontinuation of certain initiatives and activities.
- **Nonprofit Experience** – track record in the nonprofit sector; experience with working in, or coordinating, coalitions; demonstrated experience with not-for-profit contracting policies and issues; knowledge of the social welfare fields in New York, including public and voluntary agencies and churches; positive relationships with decision makers, nonprofit leaders and faith-based organizations.
- **Project Management** – proven leadership skills as evidenced by program and/or project management, ability to facilitate teamwork; ability to think strategically and anticipate future consequences and trends; capacity to incorporate changes into program plan.

- **Action Oriented**- enjoyment of working hard and looking for challenges; ability to act and react as necessary, even if limited information is available; a high degree of independence, flexibility, initiative, commitment and ability to work as part of a team.
- **Communication Ability** – excellent writing, analytical, research and speaking skills; ability to work as part of a team; experience facilitating meetings and workshops; ability to work effectively with internal and external stakeholders; ability to develop effective partnerships; demonstrated media skills and experience preferred.
- **Results Orientation** – proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; ability to balance the delivery of programs against the realities of a budget; experience and demonstrated success in setting goals and objectives, managing to outcomes, and developing and using data to inform continuous improvement and decision making.
- **Solid Educational Background** – Bachelor’s degree required. Graduate degree in policy, social work, public administration, law, divinity or related field preferred. Proficient computer skills (e.g. Word, Publisher, Access, Excel, etc.). Strong commitment to social justice and understanding of the needs of low-income communities in New York.

TO APPLY:

Send PDF cover letter, resume, and writing sample to jobs@fpwa.org with subject: **Policy Analyst – Human Services.**

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.