

FEDERATION OF PROTESTANT WELFARE AGENCIES

JOB DESCRIPTION

TITLE: Director of Policy, Advocacy and Research

DEPARTMENT: Policy and Program Department

REPORTS TO: Chief Program and Policy Officer

STATUS: Exempt

DATE PREPARED: March 2015

POSITION OVERVIEW

The Director of Policy, Advocacy & Research (“PAR”) leads a substantial team of six expert policy analysts and organizers who work closely with member agencies and in numerous strategic collaborations to influence legislative and budget outcomes that positively impact vulnerable New Yorkers and the human services organizations serving them. As one of three Directors in the Policy and Program Department, the Director of PAR works closely with the Director of Faith Based Initiatives and the Director of Member Initiatives to ensure that the policy and advocacy work retains its unique position of being aligned with FPWA’s strategic priorities to promote upward economic mobility and being supported by the membership network of nearly 200 human services and faith based organizations.

The Director of PAR works closely with the Chief Program & Policy Officer (“CPPO”) and Chief Executive Officer (“CEO”) to ensure that the strategic focus of FPWA continues to address the needs and priorities of New York’s most vulnerable communities on an on-going basis.

KEY RESPONSIBILITIES

Leadership and Management of High-Impact PAR Team

- Lead and manage the recruitment, coaching, development and retention for high performance of the team of policy analysts, organizers, and interns to ensure the development of innovative and high-impact policy, advocacy and research work that enables FPWA to strengthen its unique strategic positioning in the nonprofit sector
- Lead team to identify and prioritize proactive policy positions based on impact on vulnerable populations, importance to member agencies and opportunities for FPWA leadership, ensuring effective collaboration with internal and external stakeholders
- Oversee and coordinate action research activities into targeted policy areas and develop actionable plans for associated campaigns which enhance FPWA’s advocacy position and ensure potential for maximum impact
- Act as primary liaison and provide oversight to work of external partners (e.g., retained lobbying firm, consultants, etc.) to ensure that priority positions and targeted City and State advocacy outcomes are achieved effectively
- Manage the departmental budget in accordance with FPWA financial procedures
- Lead PAR team in goal and objective setting aligned to FPWA’s strategic plan and annual departmental priorities
- Liaise closely with Development and Communications (“Communications”) team to ensure strategic use of appropriate media to enable and facilitate FPWA’s positioning across its core areas of focus and increase engagement of stakeholders

Policy and Advocacy

- Identify and prioritize policy positions, strategies and campaigns which may present opportunities for FPWA to take a leadership position aligned with strategic priorities
- Developing policy and advocacy efforts that take into account external trends and in-depth understanding of needs and issues impacting New York
- Lead specific areas of policy, advocacy and research as required, depending on positioning and resource availability
- Ensure policy and advocacy initiatives align with strategic priorities of reducing poverty, promoting upward mobility, and creating shared prosperity

Outcome-Based Action & Knowledge Management

- Lead monitoring and evaluation of PAR activities to ensure timely collection and review of all data and development of actions plans with clearly demonstrable outcomes at both city and state levels
- Continually evaluate operation of team/ function to ensure on-going effectiveness and impact of team and FPWA's policy, advocacy and research work
- Ensure development and implementation of a clear strategy on development and production of PAR materials which may enhance knowledge, understanding, and impact of FPWA's work
- Ensure effective development, maintenance and distribution of knowledge management of PAR-related materials, liaising with other stakeholders as appropriate
- Share learnings and accomplishments to increase engagement, enhance advocacy positioning and maximize impact by liaising with Communications team, member agencies and external stakeholders,

External Relations and Representation

- Represent FPWA internally and externally as required including coalitions, task forces, panels, committees, media, etc.
- Develop and maximize strong and effective relationships with key legislators and staff so that FPWA is looked to for policy and program direction
- Develop effective strategic relationships with other organizations working in aligned areas to maximize impact of FPWA's policy positions
- Communicate priorities and promote buy-in of advocacy campaigns among member agencies, faith-based institutions and allies

FPWA Leadership

- Serve as a member of the senior leadership team, participating in FPWA meetings and activities as required
- Act as primary manager of the Public and Social Policy Committee of the Board of Directors
- Work with CPPO, Director of Member Initiatives and Director of Faith-Based Initiatives to engage the Member & Faith-Based Committee of the Board of Directors
- Work with the CPPO and CEO to identify potential sources of funding for policy, advocacy and research activities, support the preparation of funding applications as necessary, and ensure timely provision of required reports for approved funding

KEY REQUIRED SKILLS AND COMPETENCIES

- **Demonstrated Ability to Build and Lead High-Performing Teams** – Experience leading & coaching teams of highly qualified individuals for high performance; capacity to enforce accountability while developing and empowering staff for success; ability to manage change and promote buy-in

- **Demonstrated Excellence in Policy Advocacy & Research** – Proven track-record of high-level impact in policy issues in the New York City and State human services field & on economic equity issues; in-depth understanding of city, state and federal legislative and budget processes; proven success with managing high-impact advocacy campaigns; demonstrated ability to prioritize and evaluate issues worthy of focus ; experience with working in and coordinating, coalitions; experience of managing and coordinating research projects
- **Commitment to Social Justice and Understanding of Needs of Low-Income Communities in New York** – Demonstrated track record of success in the nonprofit sector; existing and positive relationships with decision makers, nonprofit leaders and faith-based organizations ; proven expertise in the areas of poverty reduction, upward mobility and economic equity; demonstrated experience with nonprofit policies and issues; in-depth knowledge of the social welfare fields in New York, including public and voluntary agencies and churches
- **Strategic Vision and Agility** – Ability to think strategically and act tactfully, anticipate future consequences and trends, incorporate them into the department plan, and manage change processes to achieve results
- **Project Management** – Ability to prioritize effectively to achieve maximum impact; experience managing complex and changing projects; ability to anticipate future consequences and trends; capacity to incorporate changes into program plan and ensure effective delivery of outcomes
- **Effective Partnerships** – Ability to work effectively with internal and external stakeholders; ability to develop effective partnerships; demonstrated ability to work effectively in a team
- **Communication Ability** – Excellent writing, analytical, research and speaking skills; experience facilitating meetings and workshops; experience in messaging and framing advocacy efforts; demonstrated media skills and experience preferred
- **Outcome and Results Orientation** – Demonstrated ability to manage to an outcomes-based approach; proven experience of monitoring and evaluating policy and advocacy activities, managing to outcomes, and developing and using data to inform continuous improvement and decisionmaking; proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make strategic decisions through a combination of analysis, wisdom, experience, and judgment; ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and creative resourcefulness
- **Operational Management & Capacity Building** – Ability to effectively build organizational and staff capacity including the processes that ensure the organization runs smoothly and achieves outcomes; understanding of management and processes within nonprofit organizations; experience and demonstrated success in setting effective goals, objectives, and outcomes; experience in managing budgets in resource-limited environments; excellent MS Office skills (including Word, Publisher, Access, Excel, etc.) and knowledge of database management (including Salesforce, Salsa, Survey Monkey)
- **Action- Oriented** – Enjoyment of working hard and looking for challenges; ability to strategize, act and respond as necessary, even if limited information is available; ability to balance strategy and tactics to achieve effective outcomes; high degree of independence, flexibility, initiative, commitment and ability to work as part of a team.
- **Relevant Educational Background** – Graduate degree in policy, public administration, law, social work, divinity or related field preferred

COMPENSATION:

Commensurate with experience. Excellent benefits.

PLEASE SUBMIT A COVER LETTER EXPLAINING YOUR VISION AND QUALIFICATIONS FOR THE POSITION, RESUME, SALARY HISTORY, AND SHORT WRITING SAMPLE TO:

Emma Guzman, Operations and Human Resources Coordinator
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No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER