



JOB DESCRIPTION

TITLE: Director of Policy
DEPARTMENT: Policy and Program Department
REPORTS TO: Chief Program and Policy Officer
CLASSIFICATION: Exempt
STATUS/SCHEDULE: F/T- Monday through Friday, 9 a.m. to 5 p.m.
DATE REVISED: January 2019

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 170 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.

POSITION OVERVIEW

The Director of Policy leads the development, coordination, management, and evaluation of FPWA's policy work, both analysis and advocacy. Additionally, the Director works closely with member agencies and in numerous strategic collaborations to influence legislative and budget outcomes to positively impact low income New Yorkers and the health and human services organizations that serve them.

This role works closely with the Chief Program & Policy Officer ("CPPO") and Chief Executive Officer ("CEO") to ensure the strategic focus of FPWA continues to address the needs and priorities of New York's low-income communities on an on-going basis.

ESSENTIAL FUNCTIONS

- Build, lead, and supervise a high-impact policy team; define objectives and processes
- Influence and partner with senior leaders to define city, state, and national policy strategy aligned with FPWA's strategic direction and theory of change
- Develop and support internal capacity to conduct independent research and policy analysis

- Remain informed and responsive in strategy and communication to policy developments that impact the sector and present opportunities for FPWA to take a leadership position
- Measure the effectiveness of policy work/initiatives; define and lead change to meet objectives
- Serve as a liaison and manager of the work of external partners (lobbying firms, consultants, etc.) to ensure that priority positions and targeted local, state and national advocacy outcomes are effectively achieved
- Collaborates and coordinate across the Program and Policy department and broader organization to ensure policy and advocacy priorities align with FPWA's strategic direction and the needs of FPWA's membership network of nearly 160 human services and faith-based organizations
- Effectively collaborate with the Communications and Development teams to enable and facilitate FPWA's positioning across its core areas of focus and increase engagement of stakeholders through the strategic use of diverse media platforms
- Serve as ambassador of FPWA's mission and policy and advocacy priorities; develop and maintain relationships across constituents (faith-based, Board of Directors, staff, legislative, etc.)

REQUIRED QUALIFICATIONS

- Graduate degree in policy, public administration, law, social work, divinity or related field
- At least 5 years of both relevant experience in the nonprofit or public sector and demonstrated experience successfully building and managing a high performing team
- Strong, proactive project management skills with solid experience managing and coordinating research projects and policy analysis, developing policy agendas, building and managing coalitions, and supervising high-impact advocacy campaigns
- In-depth understanding of city, state and federal legislative and budget processes
- Deep commitment to social justice, policy advocacy and research, with an understanding of the needs of the communities that FPWA serves and a track-record of high-level impact on policy issues in the human services field and on economic equity concerns
- Skilled relationship manager to secure partnerships with internal and external stakeholders in undertaking common goals to build campaigns and coalitions to impact advocacy at the local, state and national levels
- Entrepreneurial, flexible, visionary, creative, energetic, hard-working and unafraid of challenges

SUPERVISORY RESPONSIBILITY

This position manages a six-person policy department and is responsible for coaching, teambuilding and performance management. Consultant and intern supervision may also be required.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment.

TO APPLY

Please send a **PDF** cover letter, resume and writing sample to jobs@fpwa.org with subject **Director of Policy**.

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. Qualified candidates who have firsthand experience of the justice system are encouraged to apply.