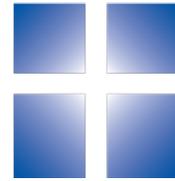




# GRACE

GATHER • RESPECT • ADVOCATE • CHANGE • ENGAGE



**JOB TITLE:** Director of Public Policy

**DEPARTMENT:** n/a

**CLASSIFICATION:** Exempt

**RESPONSIBLE TO:** President & CEO

**HOURS:** Full-time

## ABOUT GRACE

GRACE (Gather, Respect, Advocate, Change, Engage) is a nonprofit that uses education, advocacy and movement-building to achieve its mission to make a positive difference in the lives of low-income families and their children through value-based collaborations and by formulating, implementing, and expanding measures to reduce barriers to full personal development and economic stability. Founded by the Daughters of Charity, GRACE's vision is to build a joyful movement to abolish child poverty in California by centering communities, building authentic partnerships, and advancing public investments that create transformative intergenerational change.

## JOB DESCRIPTION

### Summary

The Director of Public Policy is responsible for managing GRACE's anti-poverty policy and advocacy agenda, working closely with the President & CEO and policy associates on identifying policy and budget priorities, crafting advocacy strategies, and overseeing the combined efforts that will achieve the organization's objectives. The Director will be expected to fully engage in the development and delivery of GRACE's End Child Poverty California education campaign, which promotes the work of GRACE and coalition partners and raises public awareness and understanding of poverty issues. This role also involves meeting with cross-sector advocates, officials, and lawmakers to advance GRACE's agenda in a variety of forums, building and nurturing relationships with new and existing partners, and elevating the voices and leadership of directly impacted people and communities in the legislative process. A member of the GRACE leadership team, the Director will support inter-departmental and organization-wide goals, policies, and processes; they will also be responsible for supervising the policy associates in their work and professional growth.

### Essential Duties

#### Policy, Advocacy, & Mobilization

- Development of policy and advocacy agenda:
  - Tracking, researching, and analyzing state, federal, local legislation (as required), regulatory, budget, and policy issues and trends to inform GRACE's position and methods

- Ensuring alignment with GRACE’s mission, vision, and goals as well as partner/coalition objectives, where applicable
- Guidance and implementation of policy and advocacy efforts:
  - Identifying needs, effective strategies, and necessary resources
  - Planning and coordinating campaigns and associated activities to achieve policy goals
  - Maintaining flexibility to changing demands, shifting political climate, and other challenges and opportunities that arise
- Assessment of process and results, that GRACE is:
  - Following best practices for policy advocacy and in compliance with any necessary
  - Helping create solutions to the barriers to engagement and mobilization within different communities
  - Upholding organizational culture and values
  - Positioned as a leader and effective partner in the anti-poverty sphere
- Leadership and expertise on policy and advocacy issues, including direct and grassroots advocacy; legislative and regulatory research; government and agency engagement; etc.
- In collaboration with policy associates:
  - Orchestrate GRACE’s leadership and work in coalition:
    - Shaping coalition structure, governance, and membership, including GRACE’s position within alliances
    - Determining alignment of priorities, objectives, messaging, and strategies as well as establishing expectations on workload
    - Facilitating information sharing across partnerships
  - Build and manage relationships with a wide variety of stakeholders to increase support for effective and equitable policies and advocacy efforts and ensure GRACE is a presence in appropriate anti-poverty settings and discussions
    - Stakeholders include, but not limited to: policymakers and officials, partner coalitions and nonprofit organizations, service providers and agencies, impacted populations, academia, media, and influencers/leaders
  - Regularly communicate with key GRACE stakeholders and partners on priority issues, including through analysis of data, reports, legislation, and regulations
  - Creation, editing/review, and/or dissemination of the range of materials needed to support policy and advocacy priorities, including the End Child Poverty in California education campaign, and effectively communicate with and engage diverse audiences
    - Materials include, but not limited to: policy briefs and proposals, fact sheets, position/hearing statements, legislative testimony, talking points, reports, letters, action alerts, presentations, social media content, press and other media

#### Organizational Duties

- Development/Fundraising: work collaboratively in developing grant proposals, monitoring and achieving grant deliverables, and writing grant reports; other roles in managing funder relationships as needed
- Outreach and Communications: support in creation and dissemination of content for the GRACE newsletter, social media accounts, website, and press/media, as requested
- Board of Directors: prepare reports and presentations, written and verbal, for board meetings and as requested by the members

- Operations: actively participate in efforts to support organizational effectiveness, growth, and mindfulness: including development and adoption of consistent internal policies, practices, and systems; strategic planning and setting of organization and team goals and workplans; and ongoing engagement in efforts to create and maintain a healthy, cooperative, and inclusive work culture and environment
- Supervision: manage policy associates in daily activities and workplans; setting and completion of short and long-term goals; providing formal and informal feedback and mentorship; encouraging their professional growth and leadership development
- HR: participate in employee recruitment, onboarding and training, offboarding, and evaluation, as necessary

### **Qualities**

- Must understand and support GRACE's mission
- Must possess personal qualities of integrity, respect for others, good judgment, and good communication skills
- Deep commitment to advancing justice through an intersectional lens and advocating for equity and access for low-income communities, with a focus on communities of color
- A team player: generous and collaborative internally and externally
- A lifelong learner: curious, reflective, and open to new ideas
- A strategic thinker: driven to solve problems identify solutions
- A servant leader: belief in leading by example and working unselfishly, fostering the leadership, capacity, and expertise of others

### **Education and Experience**

- Bachelor's degree, graduate degree a plus (can substitute for two years' experience) but not required
- A minimum of 8-10 years of relevant public policy, advocacy, and/or legislative experience, preferably in California, with demonstrated success in leading projects, policies, and/or campaigns
- A minimum of 2-3 years' experience managing people (staff, interns, volunteers) and leading teams engaged in policy and advocacy work
- Demonstrated experience working in and with coalitions, cultivating relationships, partnerships, and alliances
- Experience in a similar leadership role is preferred, especially within a nonprofit, public policy, advocacy, and/or legislative setting

### **Skills, Knowledge, and Abilities**

- Extensive knowledge of the California legislative and budget processes, statewide programs and government systems, community needs, and the political, social, and cultural landscape(s) across the state
- Ability to communicate effectively with a wide variety of individuals and groups and across media and audiences; this includes
  - Articulating complex policy issues clearly and concisely
  - Comfortable and experienced in public speaking and presenting
  - Willingness and experience engaging via social media and other digital tools
  - Bilingual in Spanish or other language/s is a plus but not required
- Excellent interpersonal and group facilitation skills:

- Able to establish and maintain collaborative, respectful, and effective working relationships with diverse people and communities, including a range of internal and external partners and stakeholders
- Comfortable working in diverse coalitions and within teams in which participants may have multiple and diverging interests
- Skilled in consensus building and group decision-making, diplomacy, managing complex situations and political dynamics
- High degree of initiative, proactively identifying and addressing issues, making recommendations, and requesting support as needed
- Strong organizational, research, and multitasking skills, including the ability to manage multiple, multifaceted projects and prioritize the work of others as well as one's own
- Demonstrated experience of working within a small but entrepreneurial team environment:
  - Awareness of when situations require leadership, delegation, or assistance
  - Enthusiasm for working collaboratively on a variety of issues and tasks
  - Capable of working independently, with little supervision
  - Able to deliver accurate, detailed, quality work consistently and within given deadlines
  - Adaptable to fluctuations in pace and priorities; adept at handling changing demands and priorities, ambiguity and uncertainty, and pressure
- Exemplary ethical and professional standards
- Ability to travel, as needed

**Location:** open within California; Sacramento preferred

**Compensation:** Full benefits, salary based on experience between \$95,000-110,000

**To apply,** visit the postings on [Indeed](#) or [Idealist](#) and follow the instructions to apply online through those sites. Alternately, send a resume and cover letter to [info@grace-inc.org](mailto:info@grace-inc.org). PDFs preferred, but Word documents also accepted. Please send the cover letter and resume together in one attachment, where possible. Otherwise, please send the cover letter as the body of the email and attach the resume only.