



Job Description

Job Title	Statewide Policy Director			
Reports To	Chief Executive Officer	FLSA Status	<input checked="" type="checkbox"/> Exempt	
			<input type="checkbox"/> Non-Exempt	
Shift/Hours	8am to 5pm (some weekend work when necessary)	Classification	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern
Salary Range	\$90,000 - \$120,000 annually			

Hispanas Organized for Political Equality® (HOPE) seeks a visionary leader, community advocate and experienced innovative policy director to lead the public policy work and coalition building of the organization. HOPE is a nonprofit, nonpartisan organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to the benefit of all communities and the status of women.

SCOPE

The Statewide Policy Director works in Sacramento reporting directly to the CEO to develop the organization's policy portfolio. The Statewide Policy Director is responsible for developing tracking and supporting key legislation in the areas of education, health care reform, economic empowerment, and civic engagement through California Legislative and Budgetary processes with a high emphasis in Education, both K-12 and Higher Education. They are responsible for maintaining regular contact with key stakeholders, coalition partners, legislative staff and external professionals on HOPE's policy portfolio and advocacy efforts. This role is also responsible for educating, training and engaging HOPE's base of alumnae, community affiliates, and HOPE Leadership Institute (HLI) participants on relevant policies and advocacy opportunities that impact Latinas in California.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES

- Within the scope of HOPE's strategic plan, develop a Latina Agenda that is inclusive of education, healthcare, and economic reforms needed to advance the status of Latinas.
- Analyze and recommend state legislation and budget proposals for HOPE's annual policy agenda in the areas of education, health, economic empowerment and civic engagement.
- Lead HOPE representative on key local, state, and national coalitions. Communicate HOPE's legislative agenda through the creation of advocacy materials and trainings. Lead the development of the annual HOPE State and Federal Policy Initiatives, written documents outlining the HOPE legislative agenda, and the quarterly HOPE Advocacy e-Newsletter, the primary vehicle of communication to the HOPE community for legislative information, positions, and action items.
- Latina Action Day: Facilitate advocacy training of HOPE's Latina Action Day participants and members of the HOPE Leadership Institute and HOPE Youth Leadership Program as it relates to the HOPE legislative agenda.

- Identify, track, and advise the HOPE CEO on introduced and proposed legislation to ensure impactful legislation wins. Activities are inclusive of negotiating with Members of the Legislature, Legislative Consultants, providing written and verbal testimonies, and coalition building and participation.
- Actively inform the planning process of HOPE's conference programming to reflect the organization's advocacy goals.
- Lead HOPE's rapid response efforts to unanticipated public policies that have profound impacts on the outcome of HOPE's mission either negatively or positively.
- Maintain relationships on behalf of the organization with elected officials, staff, and other advocacy organizations. Occasional attendance at conferences and special events, serving on panels, and serving on committees will be required.
- Development of HOPE's annual response to the state budget and the state of the state.
- Support HOPE's appointments efforts and track success.
- Work to secure funding for advocacy efforts in which the organization is engaged in including corporate fundraising, grant writing, and government funding. Activities are inclusive of preparing written reports to existing funders and maintaining regular contact with funders for informal updates. Work with Legislators and executive branch to secure funding for HOPE's reports and training programs.
- Recruit interns and oversee HOPE's Sacramento presence.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in public policy, public administration, political science or equivalent work experience in state government.
- 4+ years working with state government in a policy analysis capacity. Preference will be given to individuals with advocacy experience in a nonprofit setting.
- Experience planning and implementing advocacy "days" and mobilizing community to take legislative actions.
- Strong management skills and background in overseeing budgets and reporting out to supervisors.
- Experience working with elected officials and knowledge of legislative processes and deep understanding of the state budget. Strong ties / relationship with legislative staff is a must.
- Strong verbal and written communication skills. Must be able to articulate and deliver HOPE's advocacy platform to a myriad of stakeholders in a variety of communication mediums including public speaking, group facilitation, one-on-one negotiations, electronic media, and written publications. Ability to personally interface with Board, politicians, political staffers, partnering nonprofit organizations.
- Ability to think critically about the anticipated outcomes of public policy and their alignment with the HOPE's strategic plan. Must demonstrate good judgement and have an understanding of nonprofits' legal requirements.
- Experience writing grant proposals and navigating philanthropic opportunities.

MANAGEMENT

This position is a management team position. Members of the management team are responsible for managing matters of significance directly related to the organization. They exercise discretion and independent judgment for the organization. This position customarily and regularly directs the work of at least two or more policy interns or their equivalent.

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Board Meetings: attends and speaks on behalf of the organization.
- Business Operations: commits to or makes recommendations/decisions that have a significant impact on general business operations, finances, plan/control budgets, and team decisions.
- Strategic Planning: participates in planning both long/short-term objectives for the organization.

WORKING CONDITIONS

This remote position is located in Sacramento, CA. Work follows the state legislative cycle and will require extra hours during peak periods. Moderate travel, primarily to Los Angeles and San Jose, will be required. Must have a car, driver license, and insurance.

BENEFITS & COMPENSATION

We cover 100% of the Healthcare premium for the employee. We also provide affordable dental options and 403 (b) matching. We offer 15 vacation days, 8 sick days, 3 education days, 3 volunteer days, and 9 company holidays.

The salary range for this position is from \$90,000 to \$120,000.

SELECTION PROCESS

HOPE will accept resumes starting April 15, 2022 for the position. The position will remain open until filled.

Interested parties should forward a cover letter and resume by email to:

Johanna I. Bonillo, MPA
Director of Administration
jbonillo@latinas.org