



**Policy Director
Job Opening Announcement**

Job Title	Policy Director			
Location:	Sacramento, CA (Travel required throughout California and other states as needed)			
Reports To	CEO	FLSA Status	<input checked="" type="checkbox"/> Exempt	
Shift/Hours	9am to 5pm (some evening and weekend work required as needed)	Classification	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern
Salary Range	\$87,000 - \$125,000 annually; commensurate with experience and qualifications			

ORGANIZATION

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women.

HOPE WORK ENVIRONMENT

The work environment is driven by a sense of purpose, urgency, and a commitment to making a positive impact in the lives of Latinas and community. HOPE requires individuals who thrive in a fast-paced setting, prioritizing the mission, can efficiently handle their assigned tasks, and communicate effectively with their team. HOPE values individuals who can self-regulate their work, set priorities effectively, and meet objectives without constant supervision and revised timelines. Team members are expected to take pride in their work, ask tons of questions, and address issues proactively. HOPE’s team members reflect the value of humility and willingness to contribute to all levels within a team.

All team members should be ready to take on any task, regardless of its perceived status or level of importance. The duties and responsibilities outlined in this job description are not exhaustive and may evolve to meet the organization’s needs. Employees are expected to remain adaptable, collaborate across teams, and contribute as needed to support HOPE’s mission and goals. Additional responsibilities may be assigned to align with organizational priorities and growth.

POSITION OVERVIEW

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 to HOPE's Board of Directors and CEO for HOPE's annual policy agenda in the areas of education, health, economic empowerment and civic engagement.
- Develop and advise on strategic communications related to HOPE's policy efforts, including HOPE's response to the budget, written documents outlining the HOPE legislative agenda to external audiences, the quarterly HOPE Advocacy e-Newsletter and press releases around HOPE's legislative updates.
- Lead project manager on HOPE's annual advocacy conference "Latina Action Day, which includes overseeing the conference budget, working with event's consultant, developing the conference program and advocacy agenda alongside HOPE CEO, and developing and executive strategy on legislative visits and Latina leaders' reception.
- Lead 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 and civic engagement curriculum, in partnership with HOPE's Programs Director.
- Serve as HOPE's lead representative for organization's legislative efforts and sponsored bills. Activities are inclusive of negotiating with Members of the Legislature, Legislative Consultants, providing written and verbal testimonies, and coalition building and participation. This includes serving as HOPE representative on key local, state, and national coalitions related to HOPE's advocacy.
- Actively inform the planning process of HOPE's events programming to reflect the organization's advocacy goals and support with signature conferences.
- 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.
- Inform HOPE's policy recommendations in HOPE's research, in partnership with HOPE CEO and research consultants.

- 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.
- 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.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- 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.
- Ability to manage competing deadlines and work collaboratively across departments to execute shared goals. • 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, a consultant 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 automobile 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 fifteen (15) vacation days, eight (8) sick days, three (3) education/volunteer days, (3) mental health days, and (10) company holidays. The salary range for this position is from \$87,000 to \$125,000 and will be commensurate with experience and qualifications.

EQUAL EMPLOYMENT OPPORTUNITY

HOPE is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

TO APPLY

HOPE will accept resumes starting January 7, 2026 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

Senior Director of Operations & Finance

jbonillo@latinas.org

Subject line: Subject line: Policy Director Application – [Last Name]