



JOB DESCRIPTION

TITLE: Director of Policy

DEPARTMENT: Program & Policy Department

REPORTS TO: Chief Program & Policy Officer

STATUS: Exempt

DATE PREPARED: June 2017

POSITION OVERVIEW

The Director of Policy leads the development, execution, and evaluation of FPWA's policy work, both analysis and advocacy, and works 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 a part of the Program and Policy Department, the Director of Policy collaborates and coordinates across the department and broader organization to ensure policy and advocacy priorities align with FPWA's strategic priorities and the needs of FPWA's membership network of nearly 200 human services and faith based organizations.

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 most vulnerable communities on an on-going basis.

KEY RESPONSIBILITIES

Policy, Advocacy, and Coalition Building

- Oversee the development of policy and advocacy efforts that take into account external trends and in-depth understanding of needs and issues impacting New York
- Identify and prioritize policy positions, strategies and campaigns which may present opportunities for FPWA to take a leadership position aligned with strategic priorities
- Oversee and coordinate research activities to support targeted advocacy campaigns and FPWA strategic priorities and build FPWA internal capacity to conduct independent research and policy analysis
- Provide support and strategic guidance in the development and maintenance of advocacy coalitions, leading the team in identifying new coalition partners and

developing a plan for enhanced outreach and engagement of member agencies, faith-based institutions, and allies in the policy team's advocacy work

Outcome-Based Action & Knowledge Management

- Lead monitoring and evaluation of policy 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 policy materials which may enhance knowledge, understanding, and impact of FPWA's work
- Share learnings and accomplishments to increase engagement, enhance advocacy positioning and maximize impact by liaising with Communications team, member agencies and external stakeholders

Leadership and Management of High-Impact Policy Team

- Lead and manage the recruitment, coaching, development, supervision, and retention of a high performing team of policy analysts and advocates to ensure the development of innovative and high-impact policy, advocacy and research work
- 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
- 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, State, and national advocacy outcomes are achieved effectively
- Manage the departmental budget in accordance with FPWA financial procedures
- Lead policy team in goal and objective setting aligned to FPWA's strategic plan and annual departmental priorities
- Liaise closely with Development and 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

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
- 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 and Administration

- Serve as a member of the 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 and across the Program and Policy Department 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 managing and coordinating research projects and the creation of materials demonstrating policy analysis expertise
- **Expertise in Outreach and Engagement**- experience building, managing, and maintaining high impact advocacy coalitions on both the city and state levels; ability to bring stakeholders from a variety of backgrounds to the table and determine common goals and objectives
- **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 monitoring and evaluating policy and advocacy activities, managing to outcomes, and developing and using data to inform continuous improvement and decision-making; 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:

- 7-9 years of relevant experience
- Graduate degree in policy, public administration, law, social work, divinity or related field preferred

COMPENSATION:

Commensurate with experience. Excellent benefits.

TO APPLY:

Please submit a cover letter explaining your vision and qualifications for the position, resume and short 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

The Federation of Protestant Welfare Agencies 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.

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ABOUT FPWA

The Federation of Protestant Welfare Agencies (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 180 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.