



## **JOB DESCRIPTION**

<b>TITLE:</b>	Director of Policy
<b>DEPARTMENT:</b>	Policy and Program Department
<b>REPORTS TO:</b>	Chief Program and Policy Officer
<b>CLASSIFICATION:</b>	Exempt
<b>STATUS/SCHEDULE:</b>	F/T- Monday through Friday, 9 a.m. to 5 p.m.
<b>DATE REVISED:</b>	August, 2017

### **COMPANY OVERVIEW**

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of nearly 180 human-service and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, collaborating with partner agencies to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

### **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 to positively impact vulnerable New Yorkers and the human services organizations serving them. The position serves as a liaison and overseer 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. As a member 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 180 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.

### **ESSENTIAL FUNCTIONS**

- Influence and partner with senior leaders to define city, state, and national policy strategy aligned with FPWA's strategic plan
- Build and lead high-impact policy team; define objectives and processes
- Develop 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
- 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 QUALIFICATION**

- Graduate degree in policy, public administration, law, social work, divinity or related field
- At least 5 years of relevant experience in nonprofit or public sector
- Experience successfully building and managing a high performing team
- In-depth understanding of city, state and federal legislative and budget processes
- Strong, proactive project management skills with solid experience managing and coordinating research projects, policy analysis, and high-impact advocacy campaigns
- 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
- Strategic, tactful, self-aware and authentic leader able to influence at the functional and organizational levels
- Entrepreneurial, flexible, creative, energetic, hard-working and unafraid of challenges

### **SUPERVISORY RESPONSIBILITY**

This position manages all employees of the policy department and is responsible for coaching, teambuilding and performance management.

**APPLICATION DEADLINE: SEPTEMBER 4, 2017**

**TO APPLY**

Please submit a cover letter explaining your vision and qualifications for the position, resume and short writing sample to [jobs@fpwa.org](mailto:jobs@fpwa.org) with subject "Director of Policy".

No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.

**AN EQUAL OPPORTUNITY EMPLOYER**