**Director, Advocacy & Policy**

**Reports To:** Chief Strategy Officer

**Main Office:** Dallas (Austin/Houston option)

**Supervises**: N/A

**Category:** Exempt; Full-time

**Overview:** The Director, Advocacy & Policy is a critical role focused on leading the organization’s local and state legislative advocacy efforts, including developing, advancing, and implementing the organization’s policy priorities, managing relationships with elected officials and regulatory agencies, as well as building effective engagement of TXWF’s Advocacy Committee, Board, policy partners and supporters. Reporting to the Chief Strategy Officer, the Director, Advocacy & Policy will strategize and execute action-oriented communication to increase supporter awareness and investment in TXWF’s mission. This crucial role will be responsible for engaging supporters through advocacy campaigns to build lasting relationships and advance the mission of TXWF.

The right candidate shares our vision, has the courage to create and pursue big ideas, encourages execution, and will bring innovation to Texas Women's Foundation.

**Key Competencies:**

* **Professional Expertise -** Demonstrates a strong understanding of and the ability to apply the principles, practices, and functions related to areas of responsibility. Stays up to date with current laws, regulations, developments, and trends related to areas of responsibility; ensures compliance with applicable laws and regulations.
* **Problem Solving and Decision Making -** Identifies, analyzes, and provides creative and effective solutions to individual and organizational problems. Gathers appropriate information and makes timely and effective decisions; recognized for the ability to make accurate decisions. Takes responsibility for decisions; does not avoid difficulties.
* **Effective and Persuasive Communication** - The ability to express oneself clearly in conversations, interactions with others, and in business writing. The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.

**Duties and Responsibilities:**

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below. The duties and responsibilities include the following, though other duties may be assigned.

* Works with Advocacy Committee and senior leadership team to define and develop the organization’s advocacy agenda based on current organizational priorities and external policy landscape
* Identifies and monitors pending local and state legislative initiatives, external agency policies and practices and other policy and advocacy issues pertinent to the Foundation’s mission
* Serves as the Foundation’s representative at seminars, conferences, meetings, and presentations to share Texas Women’s Foundation’s policy and advocacy agenda and keep the senior leaders informed of work being done in the community
* Builds and maintains relationships with key partners, organizations and civic leaders at the local and state levels.
* Develops advocacy campaigns that support the organization’s fundraising strategies, expand our network, and help TXWF to grow
* Works closely with Communications team to develop a range of approaches for informing internal and external audiences of policy and advocacy matters relevant to the Foundation, including but not limited to presentations, written reports, blog posts, website content, email, text and other web-based materials
* Assures compliance with lobbying requirements and prepares all necessary reporting
* Engages actively in organizational life of Texas Women’s Foundation

**Key Technical Skills and Knowledge:**

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Displays insight, creativity, and resourcefulness
* Exhibits vision, passion, and confidence
* Proficient in Microsoft Word, Excel, and PowerPoint
* Excellent interpersonal skills with proven ability to maintain good working relationships with co-workers, supervisor, leadership, Board of Directors, donors and volunteers
* Ability to communicate both orally and in writing with a diverse range of partners, stakeholders and groups
* Demonstrated ability to analyze public policy proposals, including the drafting of legislation and regulatory language
* Strong attention to detail and be highly organized, able to multi-task, a good problem solver and a life-long learner

**Education and Experience:**

* A bachelor's degree in public policy or related field
* Understanding of roles non-profit organizations can play in advocacy and lobbying
* Minimum of eight years of progressively responsible experience in issue advocacy, legislative affairs and/or campaigns
* Knowledge of government affairs and processes related to achieving policy change and funding required
* Experience in working in a leadership role on issues of importance to low-income communities
* Experience and ease in communicating with high-level policy makers, including those in the legislative and executive branches, opinion leaders, and their staff

**Physical Requirements:**

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

* Moderate to high-stress level
* Regular and predictable attendance
* Travel, including driving and flying, to support strategies
* Moderate noise level
* Occasional standing and lifting of at least 5 pounds
* Long periods of sitting