

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

VICE PRESIDENT OF ADVOCACY AND POLICY

POSITION SUMMARY: Leads public policy advocacy through advocating at the local, state and national levels, including crafting legislation, designing and implementing political strategy, testifying at hearings, meeting with elected officials and their staff, working effectively with partner advocacy organizations, and conducting qualitative and quantitative analyses. Supports Development and Communications with funding applications and external communications.

POSITION OVERVIEW:

Employment Type: Full-Time/Exempt

- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Chief Executive Officer
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Work with the Chief Executive Officer, VP of Research & Policy and others to develop and implement public policies, political and advocacy strategy.
- Research and analysis of existing and emerging program and policy areas on the federal, state and local levels related to low-income families and young children.
- Monitor and analyze implementation of local, state and federal laws and legislation and prepare analysis on the impacts of proposed legislation.
- Create policy products for multiple audiences – including e.g. briefs, white papers, legislation, blog posts, op-eds – and provide editorial and content feedback.
- Testify for hearings on issues related to Kidango’s public policy agenda.
- Conduct quantitative and qualitative analysis in support of Kidango’s public policy agenda.
- Assist in the organization of public events such as roundtables and conferences.
- Support the Development & Communications department with applications for funding for policy work.
- Collaborate with Research staff on execution of Kidango’s research and policy strategy.
- Collaborate with Communications staff on execution of Kidango’s research and policy communications strategy.
- Work as a member of the agency team by promoting the mission and values of the agency.
- Create and maintain strong relationships across Kidango.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Advocate on behalf of all children, families, and staff of agency.
- Maintain confidentiality of children, families and staff.
- All other duties assigned.
- Participate in activities that further professional growth of self and staff.
- Key competencies include: communication and writing skills, critical thinking and analysis, information management, planning and organizing, problem analysis and problem solving, teamwork, flexibility.

POSITION QUALIFICATIONS/REQUIREMENTS:

- BA/BS degree or equivalent required. Master's degree preferred.
- Minimum of five years' work experience in a similar position.
- Strong oral, written, and computer skills. Outstanding interpersonal skills; excellent research skills.
- Ability to work effectively and use a positive approach with a diversity of people.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.