



Job Description: Policy Director

Application review begins Aug 11, 2022, and continues until position is filled

Join a dedicated team of people researching and advocating for educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all in Washington. The Policy Director will lead EOI's policy and advocacy, providing mentorship and strategic leadership to the policy staff and the organization as a whole.

About EOI: The Economic Opportunity Institute's mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all. We employ high quality research, careful policy analysis and development, and strategic advocacy and public communications to develop pragmatic and innovative policy solutions that build long-term economic security for working families, primarily in Washington State.

Our Commitment to Racial Equity: EOI is committed to advancing racial equity. We recognize that we cannot be successful in building a just economy for all without directly addressing institutional and structural racism, which create devastating economic, educational, and health disparities. We seek to apply a racial equity lens to our public policy research, communications, and advocacy work. We strive to include the voices of communities most impacted by racism.

EOI also strives to dismantle institutional racism in our internal governance policies, hiring practices, and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported. We will practice our anti-racist values within EOI and continue to learn, reflect, and act with courage, openness, and humility.

ROLES AND RESPONSIBILITIES

The Policy Director will spend approximately 80% of their time supervising policy team and working alongside team members to coach, mentor, and support policy efforts, and 20% providing strategic direction and leadership, working with the Executive Director, Staff, Board, and Executive Committee. The general scope of work listed below will fluctuate based on season and organizational priorities.

Leadership and Board Work:

- Support the Executive Director (and report to the Executive Director) to implement EOI's strategic goals; guide organizational decision making; ensure team workplans align with organization's mission, vision, strategic plan; and cultivate a shared sense of purpose and values.
- Provide strategic advice to the executive committee & board on policy direction, vision and goals, new initiatives, and staffing needs, including participating in hiring and other personnel decisions. Participate in board meetings, executive committee meetings, and strategic planning.

- Participate in development work with the Executive Director and Development team by supporting grant applications and reports to funders, engaging with current and potential funders and community partners, and attending events and fundraisers of allied organizations.

Policy Director Work:

- Lead, with the Executive Director and policy staff, the process of setting EOI's legislative agenda and priorities, both annual and long-term.
- Supervise and mentor policy staff: conduct regular check-ins; consult on individual workplans and assign projects; provide guidance on research methods, coalition and legislative relationships, campaign strategy, etc.; conduct annual reviews; convene and lead regular meetings of policy and communications staff; and review and edit policy-related materials including research briefs, public presentations, and other policy-related publications.
- Support and work with policy staff in key areas, including engaging the legislative process; following up on policy implementation through education, rulemaking, evaluation, and revision; and conducting policy research and writing briefs, blogs, and fact sheets.
- Help staff navigate the state legislative, budgeting, agency implementation, and rule-making processes. As needed, help staff navigate the national, county, and city legislative processes to implement EOI's policy priorities.
- Support staff in applying race, gender, and other equity analyses in their work; mentor policy staff to work with impacted communities and allies to develop and prioritize policy proposals.
- Encourage policy staff members' professional development, inspire and distribute leadership among staff, and foster a collaborative team environment.
- Work with Executive Director to develop and maintain key organizational partnerships, including labor organizations, and represent EOI's policy work to external audiences.
- Develop and maintain relationships with legislators and legislative staff, executive staff, key agency staff, Congressional staff, city & county council members, etc.
- Stay up to date on related research, data, policy developments around the country; attend and present at conferences; develop relationships with researchers at universities, policy institutes, etc.
- Keep current on economic, political, and policy news and developments in state and at national level as it relates to EOI's policy areas, as well as the priorities of key allies and progressive organizations.

KEYS TO SUCCESS

Values and Characteristics

- A commitment to progressive public policy issues and enthusiasm for EOI's mission, policy goals, and organizational values.
- A commitment to racial, gender and other forms of equity, and the ability to establish and/or deepen a racial justice approach to organizational and/or campaign communications.

- A demonstrated understanding of the intersections between poverty, racial inequities, and gender-based inequities.
- Enthusiasm in managing a team using an inclusive, collaborative, and productive mentorship style, with a willingness to engage in questioning assumptions and think critically, and adapt approach accordingly.
- A commitment to contributing to EOI's work culture: Enthusiasm for working with a small, collaborative, supportive, fun staff.
- The ability to work both independently and collaboratively.
- Reliability in following through on commitments including in fast-paced environments.
- The ability to synthesize short-term legislative goals and long-term transformational change with respect to EOI's policy strategies.
- A positive outlook and a creative mind with the ability to take initiative and suggest improvements.
- Flexibility, adaptability, and a willingness to be a team player who is reflective and open to growth.
- Enthusiasm for working in multi-cultural, multi-racial, and cross-class settings.

Skills, Experience, and Other Requirements

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills.

EOI is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- A minimum of 5 years professional policy experience in some combination of government relations, policy research, coalition leadership, and/or other related work.
- Significant experience managing staff and/or teams, with a focus on shared leadership, mentorship, and collective impact.
- A deep understanding of how racism and white supremacy show up in state policymaking processes and experience using this analysis to build more equitable internal and external practices.
- Familiarity with the legislative/policy-making process at the city, county, state, and national levels, and experience utilizing research, communications, and outreach to shape public policy campaigns.
- Strong written, oral, and interpersonal skills, with demonstrated experience giving presentations to audiences of all kinds, the ability to represent EOI's policy work in front of both large and small audiences, and willingness/experience to serve as a media spokesperson.
- Proficiency with (and/or a willingness to learn and readily adapt to using) Microsoft Office, legislative tracking, project/task management and other software/technology.
- Experience working with diverse coalitions and partners.

Work Environment, Schedule, and Organizational Culture

- Currently, EOI staff works primarily remotely. Our office is located in downtown Seattle, Washington. Some travel, mostly within Washington State, is required.
- Ability to be present in EOI's downtown Seattle office on a weekly basis (once COVID restrictions are fully lifted), to be present in Olympia during legislative sessions, and to occasionally travel to other parts of the state and U.S.
- EOI staff work Monday through Friday during traditional business hours. We strive to provide staff with the flexibility they need to care for themselves and their loved ones and to keep the usual workweek to 40 hours. Occasional longer hours and evening or weekend work may be required.
- EOI strives to create and maintain a work environment in which people are treated with dignity and respect. EOI will not tolerate discrimination or harassment of any kind.

COMPENSATION AND BENEFITS

This is a full-time, overtime-exempt salaried position that includes a generous paid leave package, medical and dental benefits, and a retirement plan. The salary range is \$99,000 to \$116,000 depending on qualifications and experience.

TO APPLY

This position is open until filled. Application review begins ***August 11, 2022, and continues until filled.***

No phone calls, please. **Submit your application in PDF or Word Document format as one file named with your first and last name (for example: Tamia_Jones.pdf), to include:**

- 1) A resume (1-2 pages) and cover letter (1-2 pages) that specifies why you are interested in this position and how your experience, background, and skills would help you succeed.
- 2) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

Applications should be addressed to Summer Stinson and emailed to info@opportunityinstitute.org with "Application for Policy Director" in the subject line.