

JOB DESCRIPTION

Position:	Public Policy Coordinator or Director (depending on skills/experience)
Reports to:	Managing Director of Public Affairs
Location:	Seattle
Classification:	Exempt
Compensation:	\$50,500 to \$60,000 DOE (35-hour week) plus generous benefits (Currently: 100% paid medical, dental, vision, long-term disability, and life insurance, retirement contribution after one year, plus 50% medical, dental, vision insurance for dependents and spouses, and generous paid leave time.)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to domestic violence and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our [Theory of Change](#), we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

This position is responsible for:

- (1) Leading public policy strategies in new directions for transformative justice, economic resilience, race equity, and more for survivors and their families;**
- (2) Coordinating state legislative and funding advocacy; and**
- (3) Engaging membership, ally groups, survivors, and constituents across the state, including those in rural communities and Tribes, communities of color, and cultural communities.**

New to this position is a focus on advancing our [Theory of Change](#) through statewide public policy work, engaging and mobilizing our 70+ member organizations across Washington as well as collaborating with like-minded groups. For example, this position will work with domestic violence programs to address the underlying conditions that allow violence to occur, rather than continuing to over-rely on criminal legal solutions as the primary strategy for ending domestic violence.

WSCADV has a 25-year track record of wins in the state and federal public policy and legislative arenas: protections from discrimination in housing and employment, funding for survivor services and prevention, and collaborative advocacy for laws and policies ranging from 'Paid Sick and Safe Leave' to 'Keep Washington Working' – improving the lives of tens of thousands of survivors and their families.

This position is an integral part of a team that includes two contracted lobbyists, a contracted legislative analyst, and staff colleagues with content expertise.

Periodic overnight travel, valid driver's license and/or ability to travel to events locally and out of area, regular travel to Olympia during legislative session, and ability to work some evenings/weekends are required.

Primary Responsibilities (depending on skills and experience as we hire for either a Coordinator or Director)

- 1) Staff WSCADV's Public Policy program, including but not limited to:
 - (a) Provide leadership to advance our [Theory of Change](#) – and our principles of **race equity, economic justice, gender and reproductive liberation**, and **working in relationship** – through our policy work;
 - (b) Propose WSCADV policy positions through coordinated discussion and input from staff, board, membership, and key stakeholders, listening to survivors and advocates with a wide range of views;
 - (c) Strategically challenge systems to represent the best interests of survivors, especially those from historically marginalized communities, and create an effective path forward;
 - (d) Research, analyze, and monitor public policy issues affecting survivors and their children;
 - (e) Provide education to policymakers and build working relationships with them;
 - (f) Lead WSCADV's participation in state, regional, and (depending on experience) national domestic violence policy efforts.
- 2) Advance public policy priorities with membership and ally organizations:
 - a) Communicate and maintain strong relationships with WSCADV's diverse membership across the state, through hosting meetings, facilitating discussions, conducting trainings and webinars, creating website content, and writing policy action alerts;
 - b) Build alliances to promote policy collaborations across issues, such as economic, reproductive, and housing justice, and immigrant rights;
 - c) Facilitate member programs' and survivors' participation in public policy advocacy.
- 3) Lead and coordinate legislative advocacy:
 - a) Oversee and work as a team with contracted lobbyists and a contracted legislative analyst;
 - b) Track domestic violence legislative initiatives, read and provide comments on draft bills, write and provide testimony during the legislative session;
 - c) Plan and lead an annual Advocacy Day and related activities;
 - d) Meet and work with key policymakers, ally organizations, and state agencies throughout the year.

- 4) Represent WSCADV on domestic violence task forces, workgroups, and statewide committees on topics such as domestic violence and family law, child welfare, interventions for people causing harm, and policy issues affecting the nonprofit sector.
- 5) Perform other general WSCADV staff duties related to the annual conference, 5K run/walk, and other duties as assigned.
- 6) Participate in domestic violence, multicultural, and anti-oppression activities and trainings, and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#) and [Principles of Unity](#).

Required Qualifications for Coordinator-level hire:

- Minimum 3 years of experience in community mobilizing, community organizing, public policy, legal advocacy, or coalition-building on domestic violence or related social justice issues.
- Working knowledge of domestic violence survivor-driven advocacy and principles, as well as state/federal laws and policies that affect domestic violence survivors. (Legal background not required.)
- Strong oral and written communication skills that meet the needs of different audiences such as rural, urban, and Tribal domestic violence programs, survivors, elected officials and policymakers, and the general public.
- Strategic thinking, conflict resolution, and negotiation skills to lead to positive outcomes.
- Strong ability to work with domestic violence programs and survivors from a wide range of communities and backgrounds.
- Demonstrated ability to manage multiple projects, including planning and time management skills to meet deadlines.
- Tact, discretion, and ability to maintain an engaging approach with policy-makers, membership, and others, recognizing a diverse range of communication styles. Ability to work independently and in an interactive, productive team environment.
- Flexible with ability to learn and adapt to ongoing changes in work duties, processes, and technologies in a rapidly evolving nonprofit and as part of the broader movement to end violence.
- Working knowledge of Microsoft Office software for office functions.
- Commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.

Required Qualifications for a Director-level hire (in addition to the above):

- Minimum 5 years of experience in community mobilizing, community organizing, public policy, legal advocacy, or coalition-building on domestic violence or related social justice issues.

- Minimum 2 years of experience in an organizational decision-making, leadership role.
- Demonstrated experience leading teams and supervising people from diverse backgrounds.

Preferred Qualifications:

- Working knowledge of the legislative process; experience at the state level a plus.
- Familiarity with Washington State, including rural communities, communities of color, Tribes, and LGBTQ, immigrant, and refugee communities, and their strengths and challenges.
- Spanish, ASL, or other oral and written proficiency in languages common to Washington State is a plus.

To Apply: Anticipated start date is May 1, 2020. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position, including your response to this question: **To address the challenges facing Black, Brown, and immigrant survivors of abuse, what is a public policy position that domestic violence organizations should take?**
- 2) Your resume.

Email to: laurel@wscadv.org, subject line: Policy Hire – [your last name]

A first screening of applications will occur on March 20, 2020. Position open until filled. No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.