



## **Policy Director JOB ANNOUNCEMENT**

### **Position Summary**

The Policy Director's mission is to support nonprofits and nonprofit staff in advocacy that benefits nonprofits and protect and empower the communities they serve.

Reporting to the CEO, the Policy Director leads SVCN's policy and advocacy work. The Director will partner closely with the CEO, the Board of Directors, and the Policy Council to identify issues and opportunities for policy advocacy that are relevant to the nonprofit community. The Director's primary responsibilities are to drive the creation and implementation of a strategic policy agenda; execute advocacy campaigns to advance SVCN's policy priorities; serve as primary staff to the Policy Council; listen to and deepen relationships with and among the nonprofit community; cultivate and maintain relationships with local elected officials; draft policy briefs and action alerts to facilitate nonprofit engagement in policy advocacy; and encourage nonprofits to join our nonprofit alliance. The Director will represent and attend community events to ensure the engagement of SVCN with the larger community; and supervise the work of team that currently includes an associate, a fellow, and a part-time undergrad student intern.

This is a great opportunity to strengthen the capacity of a small but well-respected, high-impact organization. The position is based in San José, California, but because of the COVID-19 pandemic and Santa Clara County Public Health orders, SVCN's team is working remotely from home and will continue to do so until SVCN's work-at-home policy is lifted and it is safe to return.

### **Compensation and Benefits**

1. This is a full-time, exempt position in a leading local nonprofit organization.
2. The yearly salary for this position starts at \$90,000.
3. Generous health insurance package.
4. 403(b) retirement plan; staff are eligible to begin contributions after hire and, after one year of service, staff are eligible for any matches budgeted that year. In FY21, staff are provided with up to a 3% match.
5. Free parking.
6. In FY21, staff are provided with a minimum of \$1000 yearly for external training.
7. Cell phone stipend.
8. 38-hour work week, with flexibility.
9. Generous holiday policy of 16 paid holidays.
10. A workplace where you feel welcome, valued, and inspired.

## Desired Qualifications

- Bachelor's degree in a relevant discipline. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- At least five years in a nonprofit role and knowledge, understanding of Santa Clara County nonprofits, and demonstrated passion for nonprofits and contributing to your community.
- Significant professional experience in public policy advocacy, public policy research and analysis, and coalition building.
- Deep understanding and experience with public systems and policy, with proven track record of influencing policy outcomes.
- Ability to synthesize and explain complex policy issues.
- Staff and volunteer supervision experience.
- Grant management experience.
- Project management experience.
- Excellent written communication skills.
- Comfortable and effective in speaking in front of large groups
- Strong desire to and experience building and maintaining positive relationships with people from diverse backgrounds.
- Commitment to race equity, diversity, and inclusion.
- Experience with and excellent skills in problem-solving, exercising sound judgment, taking initiative, working independently, and following through.
- Excellent interpersonal skills.
- Candidates must thrive in a highly collaborative environment while also possessing the ability to work well independently with minimal supervision.
- Ability to take on different roles, and juggle multiple priorities with a positive, collegial, flexible, solution-oriented attitude.
- Is a self-starter, has the ability to work from established timelines, has strong organizational skills.
- Experience working with outside consultants.
- Diplomacy and tact are musts and required skill for this position.
- Comfort using a variety of software platforms (including Microsoft Office Suite, Box, G Suite, Salesforce, Outlook, Zoom, group management platforms, and the flexibility and ability to learn new platforms).
- A valid California driver's license, reliable automobile, including insurance as required by California law, and an operable mobile phone.

All employees must be U.S. citizens, lawful permanent residents, or individuals who are legally authorized to work full-time without restriction for any U.S. employer and who possess lawful evidence of employment authorization. Note: Individuals who are seeking consideration under the "Deferred Action for Childhood Arrival" (DACA) policy must possess an Employment Authorization Document at the time of application that is valid throughout the program.

## **What are we looking for?**

In a sometimes fast-paced environment, you bring detail-oriented skills and a passion for making things work well and an ability to handle assignments effectively in a high performing environment, including strategically prioritizing the most important projects. You are solutions-oriented, flexible, with the ability to adapt to the evolving needs of the nonprofit community and our growing organization. You have the ability to work effectively with a talented and diverse team, and to proactively spot issues of equity, bias, and inclusion across multiple identities and bring workable solutions. You're able to build strong rapport through being true to your word, warmth, humility, optimism, and humor. You enjoy working with a team, brainstorming solutions, and keeping each other accountable in a kind and generous way. You have a customer-service mindset when it comes to interacting with staff of the nonprofits organizations we serve. You bring creativity, flair, and fun to the work.

## **Application process**

Applications due January 22, 2021. To apply, please submit the following to [admin@svcn.org](mailto:admin@svcn.org).

- Letter of interest
- Resume

## **Examples of Duties**

### *Policy Advocacy*

- Provide leadership in the development and implementation of SVCN policy priorities and strategy
- Draft comment letters outlining SVCN's position on policy issues
- Monitor and analyze impact of local, state and federal legislative actions on nonprofits
- Design advocacy campaigns and develop resources to engage nonprofits in policy advocacy in support of SVCN's policy priorities
- Serve as primary staff to SVCN Policy Council
- Lead trainings for nonprofit staff on advocacy and lobbying
- Coordinate with other nonprofit associations (e.g. Behavioral Health Contractors' Association, Community Health Partnership, Thrive Alliance, CalNonprofits) on advocacy on behalf of the nonprofit sector

### *Government Relations*

- In partnership with the CEO, cultivate and manage SVCN's relationships with local elected officials
- Educate policymakers about issues of concern to nonprofit organizations
- Coordinate convenings with elected officials and other policymakers with nonprofits

### *Member Engagement*

- Support the Learning and Member Engagement Manager in outreach to nonprofit community to evaluate their needs
- Develop opportunities for nonprofits, including members, to engage with each other.
- Support the planning and execution of SVCN's events, including, but not limited to professional development workshops, summits, conferences, town halls, member events, and special meetings
- Identification, outreach, and cultivation of members and future members.
- Provide technical assistance to nonprofits on policy and advocacy

### *General Duties*

- Supervise policy team, comprised of associate-level staff and an undergraduate intern
- Draft policy updates for SVCN communications, including SVCN newsletter, website content, and social media posts
- Assist in planning of SVCN's events, including leading content development for annual *Activate Your Impact* policy summit
- Manage policy-related grants, including the development of proposals and required reporting
- Participate in local, regional, and statewide policy coalitions on nonprofit issues
- Support organization-wide planning, development, and communication activities as needed
- In conjunction with the CEO, develop and manage SVCN's policy advocacy budget

### **About SVCN**

Silicon Valley Council of Nonprofits (SVCN) magnifies the voice of the local nonprofit community and supported the capacity of nonprofits so they can better help people and advance thriving, equitable communities. Through our learning workshops, capacity building cohorts, collective impact facilitation, and policy advocacy partnerships, SVCN helps to build nonprofit skills, strengthen foundations, and enhance nonprofits' ability to better serve their communities through human services, health and mental health care, education, housing and re-housing, emergency assistance, transportation and environment, the arts and beyond. SVCN's membership of between 150-200 organizations, largely serving Santa Clara County, represents the broad depth and value our members provide to the community.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at [admin@svcn.org](mailto:admin@svcn.org).