



## Job Description

**Job Title:** Community Policy & Engagement Manager

**Department:** Advocacy

**Supervisor:** Advocacy Director

**Status:** Exempt

**FTE:** 1.0

**Salary Grade:** 105

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

### Job Summary:

In this role, the Manager will lead Solid Ground's public policy efforts related to our work as an anti-poverty organization across a broad range of stakeholders, including city, county, and state governments and agencies. This position will develop and execute policy and advocacy strategies to advance Solid Ground's housing, economic justice, food justice, and equity goals

including but not limited to affordable and permanent supportive housing, youth services, food systems, human services, and behavioral health. The Manager will work collaboratively with operations, legal, and communications teams to ensure alignment between business priorities and public policy goals. This position will report to the Advocacy Director and work closely with other public policy team members to execute goals.

**Essential Responsibilities, Duties & Tasks:**

- 20% In coordination with the Advocacy Director, act as a public policy subject matter expert and strategic advisor to the CEO and Senior Leadership Team on public policy & funding trends with a focus on local/regional government. Gather, monitor, and analyze external data to provide insights and timely reports. Facilitate decision-making conversations on both internal policy development and external positioning.
- 20% Develop and lead policy & public funding advocacy efforts on key priority areas in agency's anti-poverty work by coordinating with internal subject matter experts, program participants, and residents. Coach and support internal staff and community members in preparing and presenting public testimony.
- 15% Serve as a Solid Ground representative with elected officials and government agencies. Cultivate trusted partnerships to advance policy priorities and strengthen collaboration between Solid Ground and our partners in government.
- 20% Develop strategies, including customized tools and resources, to foster alignment and coordination of advocacy efforts across a broad cross-section of Solid Ground stakeholders and communities.
- 15% Lead engagement of Solid Ground's diverse set of stakeholders and partner organizations to manage incoming requests and understand business approaches and opportunities on key issue areas. Staff Solid Ground's Board Advocacy Committee and assess policy decisions for Board engagement and approval.
- 10% Support implementation of new projects and initiatives, as directed.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**Education & Experience:**

Requires the following:

- a) Five years of direct experience in advocacy and public policy, preferably within a non-profit or government agency in Homelessness, Behavioral Health, Affordable and Permanent Supportive Housing, Tenant Services, and Food & Nutrition.
- b) Bachelor's degree in human services or related field. Two years additional relevant experience can be in lieu of degree.

**Desired:**

- Demonstrated leadership role within industry working groups, trade associations, or policy research and advocacy organizations, and a strong and established stakeholder network
- Experience lobbying entities such as Seattle City Council, King, Pierce, or Snohomish County Councils, or the US Congress and their affiliated departments and agencies
- Advanced degree in Public Policy, Government, or related field

**Minimum Qualifications:**

- Knowledge of and interest in local anti-poverty policy, legislative and regulatory processes, and non-profit landscape
- Excellent verbal communication, writing, and organizational skills, including ability to manage multiple high priority projects in a fast-paced environment
- Knowledge of local, regional, and statewide advocacy organizations and coalitions and possess existing relationships in community
- Relationship building skills internally and externally, experience acting in an ambassador role
- Effective and nimble collaborator with strong project management skills and experience managing stakeholder relationships, subject matter experts, and cross-functional partners
- Self-starter with sound judgement and a focus on delivering quality results
- Strong ability to maintain confidentiality and discretion of sensitive information, such as internal program changes, program funding challenges, staffing challenges, challenges residents experience, and general policy and political updates
- Commitment to working with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages

- Ability and willingness to work outside of normal business hours to attend meetings, hearings
- Valid driver's license and the ability and willingness to travel throughout the region

**Anti-Racism Initiative (ARI) Expectations:**

- Foster discussion and learning among staff to better understand and dismantle institutional racism
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations

**Physical Demands/Working Conditions:** This position works in an office setting, performing general office duties 50% of the time and 50% of the time in the field. Employees spend 20% of office time on the computer, 20% of the time answering the phone, and 10% at meetings. Work outside the office (50%) is 40% meetings, and 10% driving. Position requires the employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 15pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs are not required.

**Hours and Compensation:** This is a full-time position starting pay **\$80,168.40**, (FLSA minimum threshold) annually per year plus benefits. Salary range **\$79,346.00 - \$103,150.00**. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax- sheltered health care and dependent care accounts.

**Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate based on gender, age, race and color, religion, marital status, national origin, disability or veteran status.**