



Job Description

Job Title: Policy & Field Campaign Manager

Supervisor: Advocacy Director

Department: Advocacy

Status: Exempt

FTE: 1.0

Salary Range: 32

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.

- 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 related to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Statewide Poverty Action Network is a network of individuals and organizations taking action to eliminate the root causes of poverty through public policy. Poverty Action organizes with a racial equity lens and believes that those most impacted by poverty should lead our work. This position leads our work to ensure that Poverty Action's short-term policy and field strategy efforts build toward our long-term goal of a strong movement for economic justice and sound legislative strategy. This includes overseeing and staffing a policy campaign and supervising our organizing, policy, and communications staff.

Essential Responsibilities, Duties & Tasks:

Policy Campaign Coordination:

- 15% Develop and implement efforts to mobilize community members, our network, and board members around the state to attend public forums, testify at hearings, write letters, and take direct action on public policy decisions. Connect partner organizations with the aforementioned activities and platforms that cultivate their leadership. Coach and support low-income members in preparing and presenting testimony to the legislature.
- 10% Meet with, educate and work to influence state elected officials and state agencies, to support Poverty Action's public policy priorities. Provide testimony and public comment on proposed decisions on behalf of Poverty Action.
- 10% In coordination with the Advocacy Director and lobby team, develop legislation on policies of interest. Provide comprehensive and accessible analysis of public policies so that staff, advisory board, and Poverty Action members can make informed decisions about possible policies to select as Poverty Action's priorities.
- 10% Organize and build coalitions with key community partners and peer organizations. Participate in community coalitions to forward equitable anti-poverty policies.

Staff Supervision:

25% Supervise, assist, and provide guidance to staff to support an aligned and effective Advocacy team.

Organizational Strategy:

20% Analyze political landscape to determine strategic organizing locations and networks. Develop, analyze and track public policies and electoral issues in order to support community-driven solutions that address the root causes of poverty.

Collaboration, Teamwork, & Administrative Work:

5% Support Poverty Action's media and communications work, including drafting or editing press statements. Ensure that Poverty Action's policy and electoral priorities are represented in the media

5% Participate in program, department, and agency meetings, relevant trainings, and the agency's anti-racism initiative. Provide support to Poverty Action's coordinating board.

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 one of the following:

- a. Five years of experience in community organizing.
- b. Bachelor's degree in a related field and three years of experience in community organizing.
- c. Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Also requires:

- One year experience working directly with elected officials
- Experience coordinating campaigns, projects, or committees
- One year supervisory experience, including interns or staff.

Minimum Qualifications:

- Excellent communication skills, both oral and written, with the skill and ability to be persuasive and to advocate effectively with elected officials
- Knowledge of the state legislative process and the ability to help bills get passed or to block negative proposals
- Knowledge of major social policies, state budget, and fiscal issues
- Knowledge of statewide advocacy and organizing groups and coalitions and possess existing relationships in community
- Excellent organizational abilities, initiative and attention to detail
- Ability to work individually in a self-directed manner and as part of a team
- Strong background in Anti-Racism work.
- 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 State

Desired Qualifications:

- Bilingual.
- Long-term commitment to public policy.

- Commitment to people impacted by our work, for example: formerly incarcerated, homeless, immigrants, state benefit recipients or impacted by predatory lending practices.

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% meetings. Work outside the office (50%) is 40% meetings, and 10% driving. Position requires 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 not required.

Hours and Compensation: This is a fulltime position paying \$65,728 per year plus benefits. 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.

To Apply: Applicants **must complete the Solid Ground Application Form** specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

Closing Date: 06 April, 2020 at 5 p.m.

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