

Chief Public Policy & Government Relations Officer

REPORTS TO: Chief Executive Officer

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia, South Carolina

Position Summary

Serve and act as the primary advisor on public policy issues to the Chief Executive Officer, board members, and staff. The Chief Public Policy and Government Relations Officer will work with the chief executive and the Board of Directors to define short and long-term policy agendas consistent with the mission of Children's Trust. He/She/They will work with policy makers, legislative staffers, relevant federal, state and local agencies, as well as partner organizations, to achieve those agendas.

Responsibilities include: the identification, monitoring and analysis of issues and legislation, at the state and federal level, which involve and impact children and families; preparing internal and external policy communications; assisting with policy and advocacy training. Supervision of policy interns and/or staff may be required.

Duties and Responsibilities

Educate state and federal policymakers about the mission, operations, and accomplishments of Children's Trust, as well as the broader context of maltreatment and child welfare policy, through in-person meetings, public testimony, presentations, workshops, events, editorial content, and site visits.

Educate board and staff within Children's Trust about the public policy context of their work, supporting the integration of both short- and long-term policy agendas into the work of Children's Trust.

Educate state and federal elected officials, their staff, partner organizations and other key stakeholders about opportunities and strategies for policy and advocacy efforts that complement the Children's Trust policy agenda, including advocacy trainings, conference presentations or personal meetings.

Cultivate strategic relationships with elected and appointed officials, staff, decision makers, and related governmental agencies and leaders.

In collaboration with board members, policy committee and the senior leadership team, lead the establishment of a Children's Trust legislative agenda and coordinate its implementation in concert with contracted lobbyists on behalf of organization.

Research best practices and emerging policy issues relating to children and families and provide leadership and staff support for organizational advocacy efforts.

Identify, monitor and analyze all relevant pending and proposed federal and state legislation which involves and impacts children and families; provide testimony and draft legislation, as needed.

Oversee strategic and day-to-day development of Children's Trust of South Carolina policy work, ensuring excellent quality and integrity of all endeavors.

Coordinate advocacy events including but not limited to Program Advocacy Days at the Statehouse, CAP month activities with state elected officials, testimonies for legislative presentations and Hill visits when applicable.

Lead the development of coalitions and campaigns in support of Children's Trust of South Carolina's legislative agenda and collaborate with current and new allies to achieve results for South Carolina's children.

Incorporate Kids Count and other child well-being data sets into Children's Trust policy work.

Manage the Kids Count grant and its deliverables including the creation of presentations and data fact sheets, reviewing data for the annual data release and working with the Communications Team to identify key highlights for the media, and assist with other Kids Count policy releases as needed.

Serve as the key staff liaison and support to the public policy advisory committee.

Serve as the key liaison to the Child Fatality Advisory Committee in lieu of the Chief Executive Officer when needed.

Represent Children's Trust at key philanthropic, policy or community events to help build awareness and mobilize support

In partnership with the communications team, create policy content for the weekly Policy Post when the General Assembly is in session, and monthly Policy Forum when the General Assembly is not in session, Children's Trust general newsletters, social media, policy briefs, one-pagers, and other publications; maintain the visual standards of Children's Trust when developing materials.

Provide technical assistance support to Children's Trust grantees or sub-recipients on state policy issues.

Assist with lobbying efforts at the state and federal level, as allowable to maintain 501c3 status and ensure Children's Trust compliance with all relevant lobbying laws and regulations.

Work with internal teams to coordinate responses to government inquiries and audits.

Respond to government and foundation requests for proposals and applications in partnership with development, finance and leadership; coordinate planning and activities necessary for development and/or expansion of policy designs in response to RFPs and RFAs; serve as primary liaison and/or point of contact for identified contractual and grant partners; maintain existing and cultivate future relationships.

Play a critical role in Children's Trust work; bring expertise, an innovative and open mindset, and a commitment to practices that value the unique perspectives and life experiences of all team members and partners.

Perform other duties and responsibilities as requested with a sense of humor, positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at appropriate training and events; build capacity and knowledge of the organization.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Minimum of a bachelor's degree in Public Administration, Public Policy, Public Health, Social Work, Political Science or related field; Graduate degree or relevant experience preferred. A minimum of five years required with a preference for 10 years of successful experience in direct policy work and government relations, preferably within South Carolina and/or community organizing.

Advanced knowledge of legislative process, child welfare practices or policy are necessary.

Be a critical thinker, well organized and detail oriented; have proficient or expert communication (oral and written) skills; demonstrated ability to be proactive and take initiative; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Demonstrate an entrepreneurial, high-energy, optimistic and contagious passion for the organization's mission, vision, and values. Establish and preserve the reputation as a humble and trusted leader.

Identify strategic opportunities by analyzing market trends, researching competition, analyzing agency performance data, and defining organization-wide standards and services. Demonstrate strong reasoning, problem-solving, and decision-making abilities in developing and executing new strategies and innovative solutions.

Provide clear and authentic communication to all levels of constituents (internal and external). Ensure proactive and comprehensive communication with the board, funders, team members, partners and vendors.

Possess a high degree of learning capacity in order to continuously acquire new knowledge and share intelligence across the organization. Display a desire and ability to effectively and proactively manage the pace of innovative change. Demonstrate the ability to recognize the need for change, to generate enthusiasm for change, and to cultivate commitment to change.

Diligently monitor standards/goals and hold yourself, employees or teams accountable for reasonable growth and change.

Develop a culture that can be adopted across the organization and can transcend change in markets, in business, and in stakeholder demands.

Build and align high performing teams with a shared commitment to high-quality constituent service, problem solving, and collaboration. Cultivate healthy relationships and trust among teams and stakeholders.

Manage light to moderate carrying and lifting of items.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Drive and travel throughout the state on a regular basis and nationally as needed.

Have proficiency in software platforms and systems, including Microsoft Office, Trello, Zoom, SharePoint, and Blackbaud suite of products to plan execute, engage, and report on work progress and products.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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