



DIRECTOR OF POLICY & ADVOCACY

REPORTS TO: Chief Executive Officer

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia

I. Position Summary

Serve as the primary advisor on public policy issues to the Chief Executive Officer. The Director of Policy and Advocacy (Director) 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. The Director 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.

II. Duties and Responsibilities

Educate 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 leadership 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 partner organizations about opportunities and strategies for policy and advocacy efforts that complement the Children's Trust policy agenda.

In collaboration with board members and the executive staff, lead the establishment of a Children's Trust legislative agenda and coordinate its implementation in concert with contracted lobbyist 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.

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.

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

Create policy content for newsletters, social media, and other publications in partnership with the communications team; maintain the visual standards of Children's Trust when developing materials.

Assist with lobbying efforts as allowable to maintain 501c3 status.

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

III. Qualifications

Minimum of a Bachelor's degree in Public Administration, Social Work, Political Science or related field; Graduate degree or relevant experience preferred.

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

A minimum of three years required with a preference for five years of successful experience in direct policy work and government relations, preferably within South Carolina and/or community organizing.

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

Excel at details, manage and organize multiple projects, work independently, and set priorities; work independently and set priorities.

Exhibit strong communication and writing skills, good judgment, empathy, organizational skills, adaptability and level-headed attitude; present information concisely and effectively – both verbal and written.

Solve problems and act effectively and efficiently under pressure

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Work well in a team environment across multiple agencies and funding partners, be assertive and persuasive as necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items

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

Demonstrate strong computer literacy; proficient in Microsoft Office Suite, Trello, Dropbox, and Blackbaud. Classification:

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.