



Senior Director of Policy and Advocacy

REPORTS TO: Chief Executive Officer

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia

Position Summary

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

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.

In collaboration with board members, policy committee 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.

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

Manage the Kids Count grant and its deliverable 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.

In partnership with the communications team, create policy content for the weekly Policy Post and bi-weekly policy blog when the General Assembly is in session, Children's Trust general newsletters, social media, and other publications; maintain the visual standards of Children's Trust when developing materials.

Assist with lobbying efforts at the state and federal level, as allowable to maintain 501c3 status

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 embedding equity in Children's Trust work; bring expertise, an innovative and open mindset, and a commitment to inclusive practice that values different backgrounds 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, 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 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.

Embody a passionate commitment and enthusiasm for leadership and success in creating and managing effective teams.

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.

Manage light to moderate carrying and lifting of items.

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.

Position: Senior Director of Policy & Advocacy

Approved by:

Chief Executive Officer: _____ Date: _____

Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.