WoLF is Hiring a Policy Director!

POLICY DIRECTOR Job Announcement

Job Summary:
The Policy Director oversees and manages WoLF’s services related to policy analysis, bill tracking, testimony, development of model legislation, and communications with lawmakers and other government officials. The Policy Director identifies and pursues impactful non-lobbying advocacy opportunities and directs effective state and federal legislative strategies in compliance with IRS and state lobbying regulations. This position provides strategic guidance, consultation, and leadership on a comprehensive range of policy issues related to achieving WoLF’s mission. The Policy Director works closely with the Executive Director to coordinate and guide all of WoLF’s policy advocacy projects. This position also coordinates with WoLF’s outside counsel on projects related to model legislation and rulemaking. The Policy Director has significant autonomy in determining the strategy and focus of WoLF’s policy advocacy, including federal and state policy; this is a senior-level leadership position at WoLF.

Reports to:
● Executive Director

Supervisory Responsibilities:
● Trains and supervises policy interns and volunteers.
● Trains and supervises WoLF’s volunteer Policy Team.

Education and Experience:
● Required: Bachelor’s degree in legal studies, policy, political science, or related field, or four additional years of FTE work experience to compensate for lack of a degree.
● Preferred: JD or Master’s degree in legal studies, policy, political science, or related field.
● In addition to degree/FTE work experience: at least three years of FTE experience in policy advocacy, communicating with lawmakers and other government officials, bill tracking, testimony development, development of model legislation, development of public comments on rulemaking, and/or other relevant job duties.
Duties/Responsibilities:

- Policy Advocacy (70%)
  - Develops strategic policy plan for WoLF; makes decisions about focusing on federal, state, and local policy initiatives.
  - Develops public comments for rulemaking, in collaboration with WoLF’s outside counsel.
  - Proactively connects with and maintains positive relationships with lawmakers and other government officials to position WoLF as an expert resource.
  - Coordinates advocacy efforts toward non-governmental organizations.
  - Writes blog posts and other content related to policy advocacy.
  - Performs other duties as appropriate.

- Lobbying (10%)
  - Monitors and tracks bills and other proposed legislation, laws, and policies relevant to WoLF’s focus areas and mission.
  - Develops and submits oral and written testimony about bills relevant to WoLF’s focus areas and mission.
  - Writes model legislation, in collaboration with WoLF’s contracted law firm and/or contracted attorneys.
  - Supervises Policy Team volunteers.

- Partnership Development (15%)
  - Collaborates with WoLF’s partners, working groups, and subject matter experts on policy advocacy.

- Staff Duties (5%)
  - Attends staff meetings, participates in all-staff events, etc.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Skills/Abilities:

- Thorough understanding of federal and state legislative development and processes along with a working knowledge of 501(c)(3) lobbying regulations.
- Ability to work independently and asynchronously in a remote work environment.
- Ability to enhance and expand WoLF’s reputation among state and federal government officials.
- Excellent verbal and written communication skills: ability to work with multiple people on different projects.
- Ability to maintain thorough knowledge of WoLF’s programs, goals, objectives, and developments in news, law, and policy related to WoLF’s core focus areas.
- Excellent time management skills: proven ability to identify priorities, manage projects, and meet deadlines.
- Ability to be agile and shift priorities based on unexpected situations or events.
- Excellent organizational skills and attention to detail.
• Proficiency in Google Suite.

Physical Requirements:
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
• Home internet connection must be capable of regularly participating in video conferences, and other online activities as needed.

Workplace Information
• WoLF is a fully remote workplace. Candidates must have a home office with storage space for confidential documents and a secure internet connection. Some computer and technology equipment may be made available, but candidates are expected to use their personal computers for work.

Commitment to WoLF’s Mission and Values
• Strong commitment to WoLF’s radical feminist mission to protect, advance, and restore the rights of women and girls through legal argument, policy advocacy, and public education.
• Strong commitment to WoLF’s four focus areas: abolishing commercial sexual exploitation; abolishing regressive gender roles (including gender ideology); abolishing male violence; and achieving women’s reproductive freedom.

Benefits
• WoLF values its employees and offers competitive benefits including: retirement options; health, dental, and vision insurance; short-term and long-term disability insurance; life insurance; flexible schedule; generous PTO; and paid holidays. WoLF strives to create a workplace that is compassionate, trauma-informed, and prioritizes the health and wellbeing of its employees.

Salary Range
• $80,000 - $92,000
Application Procedures

- Application materials will be accepted and reviewed on a rolling basis.
- Candidates should submit all of the following materials to contact@womensliberationfront.org
  1. Cover Letter
  2. Resume
  3. Portfolio or examples of recent policy advocacy work (testimony, white paper, research paper, model bills, etc.)
  4. Answers to WoLF questionnaire (see next page)
- Any questions regarding the application materials should be directed to executivedirector@womensliberationfront.org
- Incomplete applications will not be considered

Learn More about WoLF:

https://www.womensliberationfront.org/
WoLF Policy Director Candidate Questionnaire

1. What does the term “sex-based rights” mean to you?
2. Name one demographic that is particularly harmed by gender ideology, and briefly describe the impact on that group.
3. How should WoLF reconcile the values of diversity, equity, and inclusion with the value of civil liberties such as free speech and due process?
4. What are some downsides of making ‘sex’ a protected characteristic in laws that prohibit discrimination in public accommodations or government funding?
5. What constitutional rights (of incarcerated women) are violated by housing men in women’s prison facilities?
6. Why do we need the Women’s Bill of Rights and why is it superior to the ERA?
7. Considering your own learning style, how will you become a subject matter expert in topics you might find boring or overly complicated?
8. Why is WoLF’s work considered controversial?
9. What are the benefits and drawbacks of WoLF’s work “across the political aisle” (working with people and organizations on the left, center and right)?
10. What are some specific things that WoLF should do in 2023 to make prisons single-sex?
11. What is the role of social media in grassroots advocacy and what is one thing that that makes it different from personal use of social media?