Senior Policy Director

The Senior Policy Director will be a key member of the Children's Alliance Management Team, which consults on all operational decisions and informs financial and governance decisions as well. The Senior Policy Director will directly supervise members of the Policy team (including the Contract Lobbyist) and assist in planning for and managing the growth of the organization as well as continuing to align its actions, mission and core values.

KEY RESPONSIBILITIES AND CORE FUNCTIONS

Children's Alliance's theory of action holds that by combining Research and Analysis, Communications, Coalitions, Mobilization and Lobbying activities, we can develop and foster policies that improve outcomes for all children in our state. These 5 Tools of Advocacy, when deployed within an antiracist framework, result in the adoption of policies that improve outcomes for children who lag behind their peers, through no fault of their own.

Achieving our advocacy goals depends on each of these elements operating independently but also collaborating to amplify the organization's influence. The Senior Policy Director, working in close consultation with the Executive Director, will assure the depth and comprehensiveness of our policy research and analysis, leadership and participation in coalitions, and the tactical deployment of our lobbying functions. The Senior Policy Director will also collaborate closely with staff members responsible for the other elements of our 5 Tools of Advocacy, so that all Children's Alliance audiences perceive powerful, inclusive and coherent campaigns, advocacy and messaging that drives our policy goals.

Specific functions of the role include:

Organizational Leadership
- Member of Children's Alliance's Management Team, participating in strategic discussions regarding Children's Alliance's direction and tactics and working with other members of the management team to ensure timely implementation, efficient communication and coordination of decisions.
- Building and maintaining a workplace culture of accountability and continuous improvement in an environment that is supportive and attentive to work/life balance.
- Leading, contributing to and participating in Children's Alliance's efforts to become an anti-racist organization. Provide leadership in undoing institutional and interpersonal racism as well as countering anti-blackness both within the organization and in its work with institutions and communities.
- Supporting annual work planning and budgeting processes
- Supporting knowledge management activities and dissemination of lessons learned and best practices both internally and externally.
- Identifying and assisting in implementing approaches to deepen the involvement of those most impacted in the advocacy of Children's Alliance
- Participating in external meetings as Children's Alliance's representative, including making compelling presentations when called upon.

**Policy Knowledge**
- Participate, direct and supervise Children's Alliance's policy research and analysis function.
- Periodic research of peer organizations and other policy entities to uncover innovative policy approaches.
- Direct, advise and implement Children's Alliance's strategies to ensure the policy relevance and impact of Children's Alliance initiatives and policy directions.

**Fund Development**
- Prospecting and overseeing the production of grant applications which are consistent with the strategic direction of the Children's Alliance, including engagement with program officers and donors.
- Grant compliance, including assuring that the timelines for deliverables of all grants awarded to Children's Alliance are strictly adhered to, and that grant reports are comprehensive and complete.

**Supervision**
- Coordination and supervision of ELAA Coalition Director; Policy Manager, Early Learning; Policy Manager, Health and Economic Justice and other policy staff.
- Providing staff support and direction to internal policymaking entities (Public Policy Committee, ELAA Coalition, etc.)
- Oversight of automated project management system to ensure that all supervised staff utilize this and other tools for smooth and transparent agency functioning.
- With Children Alliance's Administrative Manager, directing aspects of staff supervision and development efforts, including developing and refining job descriptions, hiring and supervision of existing staff and professional development.

**Qualifications**
- Experience with policy at the state, federal, Tribal, and/or municipal level and plan development will make you stand out.
- Demonstrated experience successfully moving a high-priority, high profile project involving multiple, competing interests from start to completion.
- A great communicator, listener, and facilitator who draws people into collaboration, ensuring all voices are heard and valued.
- Able to thrive in a fast-paced work environment while planning for our state's future.
- Demonstrated experience successfully working alongside, and managing relationships with stakeholders, including government officials, agency staff, and the public in the pursuit of broad public policy goals.
- Demonstrated success applying racial equity practices in your work.
- Ability to understand larger historical, social, economic, and political context of issues impacting children and families across Washington State.
- Demonstrated ability to write for prioritized audiences effectively and to communicate persuasively at all levels of the organization and externally.
During the state legislative session travel to Olympia is expected. This position requires occasional work in the evenings and on weekends.

**COMPENSATION**

The annual salary for this full-time exempt position is $90,000 - $100,000. Children's Alliance offers a flexible work environment and 12 days of paid vacation in the first year with incremental increases in subsequent years, 13 paid holidays, and opportunities for sabbatical. The organization heavily subsidizes employee and dependent health and dental coverage and offers sick leave and paid family and medical leave.

**APPLICATION INFORMATION**

Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally competent workplace. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

To apply, send a cover letter and resume to jobs@childrensalliance.org with your full name and the title of the position (First name Last name, Senior Policy Director) in the subject line of the e-mail. We will review applications on a rolling basis. **Applications will be accepted until the position is filled, although applications received after September 25th may not receive full consideration.**