

**Director of Advocacy
Job Announcement
April 2016**



Position: Director of Advocacy
Salary: DOE, with competitive benefits
Location: Chinese for Affirmative Action, San Francisco, CA
Application Period: Open until filled

About the Organization

Chinese for Affirmative Action was founded in 1969 to protect the civil rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian American and Pacific Islander (API) community. We advocate for systemic change that advance equity and address the challenges facing our community.

At the grassroots level, our community building work nurtures the ability of immigrants to participate fully in civic life. These activities include leadership development for monolingual public school parents, employment services for limited-English proficient newcomers, outreach for immigrant legal services, and community education underscoring issues that impact our constituency.

CAA also leads advocacy to improve public policy and to inform public discourse. We produce community-based research, publish policy analyses and recommendations, shape opinion through ethnic and mainstream media, and organize to engage elected and government officials.

Position Overview

The Director of Advocacy is an external-facing senior position that plays a lead role in advancing policy change through CAA social justice advocacy programs, with an emphasis on immigrant rights, language access, racial justice, and other civil rights issues. The Director of Advocacy identifies policy change opportunities, leads research and writing about policy issues, develops issue campaigns including engaging with traditional and social media, and helps identify and mobilize coalition partners.

The Director of Advocacy reports to the Executive Director. The position also works closely with the CAA Director of Programs and the CAA Program Team to leverage program priorities and community building work as a basis for CAA's advocacy.

Key Responsibilities

Policy

- Develop and implement a strategic policy agenda for established issue priorities.
- Partner with other CAA programs to integrate legislative, community education, and communications strategies.
- Prepare policy analyses, reports, and recommendations within established priority

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issue areas.

- Partner with CAA's Sacramento-based legislative advocate and the California API Budget Partnership on statewide legislation and policy issues.
- Build and nurture effective multi-organizational coalitions and alliances on priority issues and campaigns.
- Work with staff to draft policy recommendations and develop and implement strategies to bring them into effect.
- Lead the development and management of effective working relationships with key public officials at the local, state and federal levels.

Fundraising

- Work with the Executive Director and development team to implement fundraising strategies for policy initiatives.
- Participate in developing and maintaining relationships with local foundations, major donors, members, corporations, government agencies and other supporters.
- Help develop, draft and review institutional proposals and reports.

Community Leadership and Constituency Relations

- Articulate and provide strong progressive analysis and leadership on civil rights issues impacting Asian Pacific Islanders.
- Communicate CAA's progressive vision to members, supporters and others in the community through public speaking, media outreach, and community education.
- Represent CAA to our diverse local, regional and national stakeholders that include partner organizations, the general public and the media, and elected and government officials.

Communications

- Work with Executive Director and Director of Programs to spearhead development, implementation, and evaluation of communications designed to increase the impact of CAA's legislative and policy advocacy.
- Review and edit press releases, advisories, and background memos.
- Work with CAA program staff and others to develop and manage dynamic content for CAA website, e-communications, blog and social media.
- Lead and oversee production and/or editing of major policy reports and advocacy materials.

Qualifications

- Commitment to the mission, values, aspirations of CAA.
- Graduate degree in law, public policy or related field, or equivalent combination of work experience and education
- Thorough understanding and ability to perform complex analysis on issues impacting API communities.
- Experience and cultural competence in working with low-income API community in a social justice context.
- Proven track record of managing external relations including community coalitions/alliances.
- Strong organizational and analytical skills.
- Strong writing and communications skills.
- Ability to work as part of a dynamic team, develop effective working relationships, share leadership, and build consensus.

- Willing to work flexible hours including evenings and weekend.

To apply, please email a cover letter and resume to employment@caasf.org. In the subject line, please write "Director of Advocacy". For more information about CAA, please visit www.caasf.org.

CAA is an equal opportunity employer. Women, people of color and LGBTQ individuals are encouraged to apply.