



Policy Director

National CAPACD seeks a talented and engaging Policy Director to lead its policy and advocacy initiatives aimed at preventing the displacement of low-income Asian Americans and Pacific Islanders.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an experienced Policy Director to lead its policy strategies designed to further the economic and social empowerment of low-income AAPIs and the equity development of AAPI neighborhoods. The Policy Director will work closely with program and senior staff and member organizations to identify solutions and address the greatest threat to housing stability for over two million low-income AAPIs: displacement due to gentrification and high cost housing. Almost 75% of AAPIs in poverty live in high housing cost metropolitan areas and approximately 65% of AAPIs in poverty live in high housing cost zip codes – these concentrations are higher than for any other racial or ethnic group and over double the proportion of the general poverty population.

Based on input from member organizations, the Policy Director will develop policy position documents and manage advocacy efforts with coalition partners, federal agencies, and elected officials. This will include strategizing on advocacy opportunities, cultivating avenues for joint policy campaigns with members and partners, fostering relationships with policymakers, building coalition with national organizations working to advance equity strategies, and monitoring legislation and administrative regulations. In addition, the Policy Director will work with communications staff to craft public statements and media releases on priority issues, as well as collaborate with program staff to deliver advocacy training of member organizations through experiential learning.

The Policy Director is a senior level position that reports directly to the Executive Director and serves on the Management Team. In this role, the Policy Director will contribute to the overall strategic direction, fundraising efforts, and management of the organization's operations.

Roles and Responsibilities Include:

- Develop a policy strategy to advance pressing issues aligned with our strategic vision and priorities identified by local member organizations;
- Develop policy position statements and materials in partnership with relevant staff and member organizations;
- Serve as an outward-facing representative and build strong relationships and potential partnerships with advocates, think tanks, elected officials, and other stakeholders;
- Work with program and communications staff to develop positions, statements, research reports, and dissemination plans aligning with advocacy strategies;
- Support program staff to implement the Community in the Capital Fellowship and other programs to deliver advocacy training and direct advocacy experience for staff of member organizations;

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Policy Director Job Posting

- As a member of National CAPACD's Management Team, the Policy Director will contribute to the overall strategic direction, oversee the administration of the department, and invest in team-building and collaboration efforts.

Required Qualifications:

- Master's degree in urban planning, public policy, public administration, or equivalent experience;
- 7+ years' experience in policy advocacy and working with elected officials and government administrators. Experience at the national level is preferred;
- Ability to speak clearly in English on the phone and in person and be understood by others;
- Exceptional written and oral communications skills, including public speaking;
- A keen understanding that long-term success requires positive relationships with stakeholders and a passion for public policy;
- Excellent stakeholder management skills, including interpersonal, diplomatic, and communication skills necessary to build a broad base of coalition partners;
- Committed to racial and economic justice and advocating for the community development needs of low-income AAPI communities;
- Willing to work in a fast-paced setting;
- A team player with a demonstrated ability to work well in a collaborative environment.

Desired Qualifications:

- Knowledge of issues impacting low-income AAPI communities.

Physical Factors

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 5-6 times per year.

Working Conditions

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Policy Director is an exempt, full-time position based in Washington, DC. Annual salary is \$80,000+, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter, resume, and a 3-5 page policy position writing sample to apply@nationalcapacd.org, with Policy Director as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

02/03/2020