



Director of Policy Job Description

National CAPACD seeking a seasoned and dynamic Director of Policy to join its leadership team!

Organizational Background:

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 19 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

Overview:

National CAPACD seeks a dynamic and experienced Director of Policy to oversee the organization's policy and civic engagement initiatives aimed at improving the lives of low- and moderate-income AAPIs. The Director of Policy will be a key member of the organization's senior management team and will assist in charting the future of the organization.

The Director of Policy will work closely with senior leadership and our policy team in advancing a policy agenda developed with member organizations working in local communities. This includes designing and leading national advocacy campaigns; strengthening National CAPACD's presence in DC in order to be a voice for local communities; fostering relationships with policymakers; building coalition with national organizations working with AAPIs and other communities of color; monitoring legislation and administrative regulations; strategizing on advocacy opportunities; communicating these opportunities to staff, membership, and AAPI communities; and creating avenues for communication and joint work around policy issues among members and between members and National CAPACD.

The Director of Policy will directly manage two issue-based policy staff (the National Organizer & Policy Manager and the Asset Building Policy Fellow) as well as the Policy and Civic Engagement Program Assistant to advance National CAPACD's policy platform, while building the policy and advocacy capacity of our member organizations through our signature Community in the Capital (CITC) Fellowship program and Neighborhood Action Network civic engagement program.

Roles and Responsibilities Include:

- Oversee the design and implementation of a strategy to advance National CAPACD's action agenda and National Policy Platform through national campaigns, coalition efforts, and media strategies;
- Build and strengthen relationships with federal agencies, congressional offices, the White House and other policy makers;
- Develop policy updates to our membership and the broader public via our monthly publication, "*Policy Matters*";
- Build leadership among members to engage in federal policy advocacy through the CITC program and other member engagement activities;
- Identify and develop programs to address capacity-building needs with members relating to advocacy and communications;
- Oversee the implementation of an issue-based civic engagement program;

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- Work with program and other staff to ensure that policy and program work are integrated around core issues identified by members and National CAPACD;
- Develop systems to monitor and evaluate advocacy efforts of members and National CAPACD;
- Represent National CAPACD in national coalitions and in DC;
- Play a lead role in the planning and execution of local, regional and national convenings, including Community in the Capital and National CAPACD's annual convention;
- Contribute to the development of original research, papers, op-eds, and other publications concerning National CAPACD's policy issues;
- Lead the process of updating and further developing National CAPACD's policy platform on a bi-annual basis based on local and state issues raised by membership.
- Manage and support the growth of the policy staff, including training, coaching and support.

Note: travel is required for this position.

Required Qualifications:

Bachelor's degree or equivalent experience; seven years of experience in a non-profit or other related organization; substantial experience with policy advocacy, preferably on the federal level, and experience working with elected officials and government administrators; working knowledge of issues facing low-income, immigrant, Limited English Proficient (LEP), and AAPI communities; experience designing advocacy campaigns involving multiple constituents; ability to analyze in-depth community development and economic justice issues; exceptional written and verbal skills including public speaking; ability to represent the organization with external partners; experience building a diverse coalition with communities of color; strong organizational, project management, staff supervision, and facilitation ability; excellent attention to detail and ability to prioritize and multi-task; excellent analytical, problem-solving and interpersonal skills. Must be committed to supporting the community development needs of low-income and immigrant AAPIs and willing to work in a fast-paced setting. Must be a team player who has demonstrated an ability to work well in a small, highly collaborative environment.

Desired Qualifications:

Master's degree in urban planning, public policy, public administration, social work or related topics; experience with community development, asset building, financial education or housing counseling; established relationships with the White House, Administration officials, and members of Congress; experience designing national campaigns with local partners; communications and media relations skills.

Compensation:

The Director of Policy is a full-time position based in Washington, DC. Annual salary range is \$70,000 - \$85,000, 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 and resume to [apply\[at\]nationalcapacd.org](mailto:apply[at]nationalcapacd.org), with Director of Policy in the subject line.

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. No calls, please.

9/12/2016