



Arizona Community Action Association

Advocating, Educating and Partnering to Prevent and Alleviate Poverty

## Director of Public Policy

### Job Description

Reports To: Executive Director

FLSA Status: Full-time, Exempt

#### Description:

For 50 years, the Arizona Community Action Association (ACAA) has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, ACAA develops and implements strategies to address and ultimately eliminate poverty from our communities.

ACAA is currently seeking a Director of Public Policy to play a leadership role in advancing policy change that creates opportunities for low-income and marginalized Arizonans. ACAA believes that protecting basic needs services while simultaneously developing and implementing policies and programs that create greater economic equity is central to ending poverty in Arizona. Working collaboratively with executive and program staff, the Director of Public Policy will be charged with identifying policy change opportunities, researching and writing about policy issues, developing and enacting issue campaigns, and mobilizing community partners to create change.

#### Primary Responsibilities and Duties:

- Develop and implement a strategic policy agenda for established issue priorities including achievable goals and performance measures;
- Build and nurture effective multi-organizational coalitions on priority issues and campaigns;
- Manage and maintain effective and collaborative working relationships with key public officials at the federal, state, and local level;
- Undertake policy analysis, prepare issue briefs, and oversee the development of communications materials that will be used to build awareness among stakeholders and can be used in outreach activities;
- Cultivate relationships with low-income communities to foster involvement in policy goals;
- Actively supervise and evaluate the work of the Policy & Communications Liaison;
- Prepare regular reports for the Board of Directors, Leadership Staff, and Funders on key milestones and progress;
- Participate in developing the annual budget for public policy and related communications;

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- Assist with fundraising activities.

### **Knowledge, Skills, and Abilities:**

- Commitment to Arizona Community Action Association's mission
- Experience working on issues related to the intersection of the economy and poverty
- Understanding of the political and economic culture in Arizona
- Capacity to think systemically and focus efforts towards larger social issues and concerns; especially issues related to justice for low-income and traditionally marginalized communities
- Demonstrated success with policy and advocacy initiatives
- Ability to foster new relationships and engage diverse stakeholders
- Excellent communication skills, both written and verbal
- Detail oriented with an ability to prioritize and handle multiple tasks without compromising quality
- Ability to travel within and outside Arizona
- Capacity to stay overnight for business travel
- Capacity to work evenings and weekends when needed

### **Minimum Qualifications:**

The candidate must demonstrate a firm capacity to fulfill the duties and responsibilities of this position. While a bachelor's degree in economics, public policy, or other relevant field and five years of applicable professional experience are the minimum standards for consideration, interested candidates who can demonstrate professional experience and exposure to applicable environments that have fostered the skills needed to fulfill the position are encouraged to apply.

### **How to Apply:**

If interested, please email a cover letter and resume to Kelly McGowan ([kmcgowan@azcaa.org](mailto:kmcgowan@azcaa.org)) with the subject line: Policy Director. Applications will be reviewed beginning the week of June 19<sup>th</sup>. Please, no phone calls.

Resumes accepted until position is filled.

*Arizona Community Action Association is an Equal Opportunity Employer.*

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