



# **Program Director**

## **JOB ANNOUNCEMENT**

August 14, 2019

### **Background:**

The Program Director is a new position @ Children's Alliance. Given the upcoming leadership [transition](#) of the Executive Director, the Program Director will be a time-limited position through September 30, 2020. Whether and how the position continues beyond September 30, 2020 will be decided by the future Executive leadership of the organization. The responsibilities of the position are core to the functions and mission of the Children's Alliance.

The Program Director provides support and leadership for [Children's Alliance](#) work to advance our mission to improve child well-being and close gaps by income and race/ethnicity.

The Program Director works in close partnership with the Executive Director, staff, volunteers, community partners, and policymakers. Responsibilities of this position include staff supervision and team leadership, racial-equity focused public policy development and advocacy, government relations, group convening and staffing, and resource development.

The Program Director reports to the Executive Director and supervises policy and advocacy leadership staff. The salary is \$73,000/year

### **Responsibilities**

#### **Public Policy**

- Provide short-term strategy development, implementation and modifications needed to advance organizational public policy and advocacy goals
- As needed, represent the organization's public policy positions to Children's Alliance members, policy makers, media, and the public

- Support the Executive Director as the organization’s primary spokesperson
- Serve as primary point of contact for the organization on policy threats and opportunities in areas outside of early learning and children/family health (policy analysis, bill tracking, position taking)
- Ensure that organizational positions on public policy are based on a racial equity policy analysis (ballot measure analysis)
- Maintain internal organizational program related policies, as needed (Taking Positions, Who Speaks) and provide support to internal policy decision making processes
- Convene and staff Children’s Alliance Public Policy Council (bi-monthly meetings)
- Supervise contract lobbyist

### **Staff supervision and team leadership**

- Supervise Health Policy Director, Early Learning Policy Director, and Advocacy Director
- Provide skill building for staff, including strategy support, thought partnership and collaborative work
- Conduct employee evaluations and, when needed, lead recruitment and hiring for supervised positions
- Convene Policy Staff meetings, insuring coordination and integration of Children’s Alliance assets and activities and strategy alignment and modifications

### **Resource Development**

- Provide some grants management capacity--participate in grant and proposal writing and grant reporting
- Provide support to fund development staff to implement organizational fund development strategies (organizational membership, Voices sponsors/recruitment)
- Collaborate with Finance Director regarding grant related financial tracking and reporting (monthly meetings, ongoing tracking)

## **Miscellaneous**

- Participate in organizational activities such as staff workgroups, membership meetings, training, and professional development
- Contribute to organization's commitment to Undoing Institutionalized Racism in policy and practice
- Assist with organization wide events, such as Annual Meeting, Have a Heart for Kids Day, and Voices for Children

## **Qualifications**

We seek a Program Director who is energized by public policy advocacy, excels at strategic thinking, and who brings experience and commitment to advancing racial and ethnic equity.

Candidates should have many of the following:

- Familiarity with Children's Alliance values, operations and program, combined with a passion for public policy advocacy
- Solid understanding of the state policy and advocacy environment, and knowledge of how public policy impacts child and family outcomes statewide
- Strong understanding of institutionalized and structural racism and commitment to undoing institutionalized racism
- Facility and experience with policy analysis tools using a racial equity lens
- Excellent written and oral communication skills, including active and authentic listening and asserting
- Ability to learn quickly and adapt to a dynamic environment
- Appreciation for the inherent expertise in communities that face disparities and experience integrating expertise of people directly affected by public policies into policy development and policy advocacy
- Experience working with diverse communities, as well as a commitment to racial and ethnic equity in process and outcomes and undoing institutionalized racism
- Experience with government relations
- Experience in staff supervision, collaboration with staff peers, and managing up (preferably managing up to an Executive leader)
- Demonstrated ability to lead a program team including providing results-oriented and growth-focused supervision, and small group facilitation
- Outstanding attention to detail

**Helpful, but not required, qualifications:**

- Knowledge of the current landscape of child and family policy in Washington state, including the Washington state legislative and political environment
- Knowledge about the broader social and political context of child and family policy advocacy
- Established relationships with state-level policymakers and influencers
- Grants management experience

**Requirements:**

- Out of office work several times per week
- In-state travel 3-4 times/month; national travel 1-2 times per year
- Periodic evening and weekend work, especially during state legislative sessions

**Please submit letter of interest, resume, and affirmative action form (optional) available at <http://www.childrensalliance.org/jobs>**

**Applications encouraged by August 31, 2019.**

**How to apply:**

EMAIL [job@childrensalliance.org](mailto:job@childrensalliance.org) with PD in subject line (email is preferred)

*Resumes will be accepted until position is filled. Children's Alliance is an equal opportunity employer working toward a culturally diverse and competent work place.*