



## Job Description

### **Job Title**

Director of Public Policy

### **FTE**

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### **Reports To**

Chief Executive Officer (CEO)

### **Organizational Summary**

Casa de Esperanza mobilizes Latinas and Latin@ communities to end gender-based violence. Our core programs span the continuum of intervention and prevention recognizing that the lived realities and dreams of Latina women and girls and Latin@ families requires both. We are also home to the National Latin@ Network for Healthy Families and Communities (NLN), which provides training and technical assistance across the country; leads public policy initiatives; and conducts community-based participatory research on the intersections of domestic violence and Latin@ identity.

### **Position Description**

The Director of Public Policy leads, oversees, and implements Casa de Esperanza's public policy initiatives, promotes a national Latin@ public policy agenda, and ensures policy initiatives are consistent with the mission of Casa de Esperanza. This position is an advisor to the CEO on public policy, Latin@ policy trends and priorities, and critical governmental networks and relationships. As a member of the leadership team, the Director of Public Policy works with the team to ensure that public policy priorities and efforts are integrated and supported across the organization.

This position is based in Washington, D.C. area.

### **Functions**

- Program Development and Management
  - Provides leadership, direction, and oversight to public policy initiatives, including grant-related public policy initiatives, managing relevant staff and contractors, developing policy tools/resources, and providing technical assistance whenever possible, as requested by the CEO and senior staff of the NLN. Develops and ensures the implementation of a national Latin@ public policy agenda that engages a variety of individual/institutional stakeholders from across the country.
  - Provides leadership and influence, as appropriate, within the National Task Force to End Sexual and Domestic Violence (NTF), National Hispanic Leadership Agenda (NHCLA), and other national networks focused on Latin@ or immigrant policy priorities.
  - Advances the organizational policy agenda through authentic and strategic partnerships and coalitions with other national policy organizations, networks, and movements.
  - Partners with the Senior Director of Training and TA, Director of Research, and other relevant staff to ensure policy, research, and training and TA efforts are mutually informed and enhanced.

- Develops an annual public policy work plan, with clearly articulated policy goals, benchmarks, and outcomes in consultation with the CEO, other executive leaders, and their staff. Ensures implementation of the workplan and oversees program-specific budget.
  - Develops mechanisms to ensure that public policy decisions, strategic direction, and related materials and resources are based on the lived realities of Latin@s and are consistent with the mission of Casa de Esperanza.
  - Fosters opportunities to secure additional resources and grow the public policy programmatic budget, staffing and overall capacity.
  - Recruits members for the national Public Policy Advisory Council and maintains strong relationships and communication with the Advisory Council.
  - Completes relevant grant administrative responsibilities, including, timely and complete data collection and reporting for funders of public policy as well as internal stakeholders, such as the Board of Directors.
  - Supervises the Policy/Training Manager position.
  - Supports the organization's international efforts and future expansion, working closely with organizational leadership, the CEO, and others, as appropriate.
  - Secure and manage related contracts and contractors in consultation with the CEO or designee.
- Leadership
    - Integrates the philosophy, values, and mission of Casa de Esperanza.
    - Works closely with the CEO and leadership teams to provide direction and management and ensure that organizational priorities are communicated and achieved.
    - Works with the CEO and other staff to ensure organizational representation and leadership role with the National Hispanic Leadership Agenda (NHLA). Lead and coordinate key public policy efforts as appropriate and work with NHLA members to address the intersectionality of our work.
    - Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence, and communalism.
    - Actively fosters and contributes to staff professional development through mentorship and coaching.
    - Assist senior-level and other staff members as appropriate, to support their participation, in relevant meetings before the legislative and executive branch agencies at the federal and state levels.
    - Support staff development plans and priorities, provide coaching and support to staff as appropriate.
    - Work with the CEO and others to advance the organizational strategy to influence change in the field of domestic violence.
    - Support the CEO and others to address state and regional public policy efforts impacting Latin@s and domestic violence.
    - Represent the agency as needed in national and international forums, programmatic initiatives, partnerships, etc.
- Communications
    - Manages the creation of compelling public policy materials, including advisories and background memos for internal and external audiences, position papers and briefs, policy alerts and updates, media, etc., with support from the Communications Director as appropriate.
    - Effectively communicates the impact of relevant laws and public policies affecting Latin@ communities to diverse audiences and stakeholders.

- Presents and trains at conferences or other events to enhance the dissemination of information and advance Casa de Esperanza’s policy goals.
- Support an atmosphere of open communications within the organizational structure and with external constituencies.
- Other duties as assigned.

**Qualifications**

- Education and Experience
  - Advanced degree; J.D. preferred
  - Minimum of ten years of experience in policy, five to seven years of significant management experience, and/or communications experience
  - or
  - An equivalent combination of experience and training.
- Skills and Abilities
  - Extensive knowledge and experience in D.C. based public policy and/or domestic violence.
  - Bilingual (Spanish/English) preferred.
  - Demonstrated superior skills in effective oral and written communication.
  - Demonstrated excellent interpersonal and collaborative skills.
  - Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
  - Knowledge of and ability to use computers and other resources to effectively accomplish work.
  - Willingness and means to travel to various locations for meetings and events.
  - Ability to model behavior consistent with Casa de Esperanza’s mission.
  - Intimate knowledge of the Latin@ community and domestic violence issues. Social Justice background, plus.
  - Extensive knowledge of public policy priorities within Latin@ and immigrant communities.

**Working Conditions**

Casa de Esperanza: National Latin@ Network strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and participants regardless of race, religion, age, country of origin, immigration or citizenship status, sexual orientation, family status, or gender identity.

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The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.