The New York State Coalition Against Domestic Violence is seeking candidates for the following full time position: **DIRECTOR OF PUBLIC POLICY**

The Director of Public Policy is responsible for managing statewide policy and systems advocacy initiatives including analysis, training, and technical assistance duties. The position works closely with the Executive Director and other staff as assigned, and involves on-going cooperation and coordination with member programs, allied organizations, and policymakers.

**DUTIES:**

* Manage assigned policy, training, systems advocacy, and technical assistance initiatives

* Develop and lead advocacy efforts around the Coalition's policy agenda in collaboration with Coalition membership, allies, and the organization's leadership

* Provide technical assistance to Coalition members and other stakeholders on policy and systems advocacy issues

* Educate policymakers on domestic violence issues

* Cultivate local, statewide, and national alliances to further the policy and systems advocacy work of the Coalition

* Contribute to the Coalition's publications and social media presence in regard to policy matters

* Manage research projects that support policy initiatives and needs of member programs of the Coalition
* Speak publicly on policy issues and represent the organization at public meetings and on taskforces as assigned

* Develop briefing papers, reports, and other policy materials

* Plan and participate in Coalition trainings, conferences, advocacy days, policy briefings, and other forums

* Produce policy related training curricula and training materials and conduct trainings for diverse audiences

* Provide individual and systems advocacy as opportunities arise or as requested

* Support the Executive Director in carrying out the organization's mission, philosophy, and goals and objectives

* Contribute to the planning of organizational goals and strategic planning

* Assist with grant writing and external agency reporting as requested

* Compile monthly, quarterly, and annual reports as requested

* Perform other duties and responsibilities as assigned

**QUALIFICATIONS/EXPECTATIONS:**

* Bachelor's degree and minimum of three years of experience in policy/advocacy programs or equivalent combination of education and experience required

* Advanced degree (i.e. JD, MPP, MPA, or related field) or equivalent combination of experience and education preferred

* Understanding of public policies and their impact on victims of domestic violence and domestic violence programs preferred

* Knowledge of the legislative process, criminal and civil statutes, regulations, and systems preferred
* Critical thinking skills and enhanced ability to understand and interpret complex policies and regulations

* Excellent written and verbal communication skills, planning and project coordination, training expertise and experience, negotiation and networking skills, and proven ability to creatively problem-solve

* Proficiency in Windows operating system, MS Office, database management, and non-profit programming

* Proven ability to multi-task and maintain attention to detail required

* Personal qualities of integrity and credibility and commitment to NYSCADV’s Mission required

* Commitment to nonviolence and diversity, and ability to respect and work within diverse groups required

* Ability to maintain an independent workload, and work collaboratively and professionally with all NYSCADV staff, consultants, members, and funders required

* Ability and commitment to comply with the agency Ethics, Standards of Conduct, and Confidentiality policies required

* Valid driver’s license, access to own transportation, willingness and ability to travel required

ABOUT THE NEW YORK STATE COALITION AGAINST DOMESTIC VIOLENCE:
The New York State Coalition Against Domestic Violence is a not-for-profit organization whose mission is to create and support the social change necessary to prevent and confront all forms of domestic violence. As a statewide membership organization, we achieve our mission through activism, education, and leadership development, promotion of sound policy and practice, and broad-based collaboration integrating anti-oppression principles in all our work.
APPLICATION PROCESS:
To apply, submit a cover letter (specifying the position of interest), resume, and the contact information for 3 professional references to: nyscadvjobs@nyscadv.org

No phone calls please. Review of applications will begin immediately and the position will remain open until filled.

The New York State Coalition Against Domestic Violence is an Equal Employment Opportunity Organization.

(posted 3.5.15)