**Job Description (Policy Director)**

The Illinois Legislative Black Caucus Foundation (ILBCF) is seeking to hire an Executive Assistant to support our executive director. The new Policy Director will support the Foundation by being the lead manager for the Foundation’s Social Justice and Public Policy Institute under the supervision of the Executive Director. Overarching tasks include but aren’t limited to creating policy reports, conduct research, draft memos, and analysis on policies and legislative proposals, draft model policies/white papers, draft, provide ongoing analysis of policy and legislative actions, handle internal communications, and other organizational tasks. To do this role properly you should have a detailed understanding of public policy, social justice issues, and the legislative process. The candidate should have a level of educational and/or past work experience to succeed in this capacity. The ILBCF is looking to fill this vacancy immediately.

The candidate must be able to operate out of the Springfield office when requested, especially during the legislative session.

Salary Range: $50-60K

**Policy Director Responsibilities:**

* Play a lead role in establishing the ILBCF as a valuable voice among various coalitions, as well as an essential source of policy advice and resources to key constituencies.
* Plan for proactive policy engagement, including building relationships with key partners and stakeholders, engage in public events, and draft policy position papers.
* Provide expertise to leadership on emerging issue matters, focusing on how local and state activities impact current policy decisions for Black Illinoisians
* Manage, mentor, and develop a team of policy analysts, fellows, and interns, including regular performance reviews and ensuring opportunities for growth.
* Manage external policy and advocacy consultants.
* Ensure a strategy and actionable plan for stewarding the policy team during remote work, without regular, face-to-face meetings.
* Oversee policy campaigns in collaboration with internal teams
* Support the organization’s emphasis on diversity, equity, and inclusion in all aspects of our work.
* Identify opportunities and lead advocacy efforts for addressing inequities for people experiencing positive or negative impacts of policy work through change
* Play a leadership role in coalitions and collaborations with partners on policy issues
* Cultivate both traditional and non-traditional alliances to advance shared goals with a specific focus on building and strengthening relationships with organizations representing various Black communities.
* Provide guidance to advocacy colleagues to leverage grassroots and grasstops advocates.
* Frame issues and craft messages to highlight ILBCF’s positions throughout Illinois.
* Provide issue education about the work of the ILBC/ILBCF
* Facilitate the development of the organization's comprehensive programmatic and solution-based response to emerging concerns relevant to the organization's mission-including the establishment of new activities.
* Lead special projects such as preparing decision papers relating to the funding of programs for use in briefings for a variety of stakeholders
* Help maintain an active list of supporters and advocates within the ILBCF network to engage in policy campaigns
* Draft, conduct research for, and develop content for one-pagers, talking points, issue briefs, related charts and visuals, infographics, and presentations to be used with community members, partners, officials, and other stakeholders
* Conduct research and analysis to assist in carrying out specific policy projects
* Plan and coordinate policy related workshops, meetings, and press conferences.
* Support local and state policy campaigns by creating and publishing calls-to-action and sending regular updates to community members, partners, and other stakeholders
* Track, analyze, and report on legislative or regulatory activity relevant to ILBCF’s policy priorities with a specific emphasis on impact of Black saturated communities
* Help support and coordinate state-based coalitions to which ILBCF belongs
* Leverage support from national partners and affiliates for various advocacy efforts as needed
* Attend and report on hearings, briefings, commission meetings, coalition meetings, and conference calls as needed
* Manage the creation of the policy department’s social media content including message development, graphics and video creation, content review, and editing in partnership and coordination with the communications department. Ensure content is timely, relevant, and that it supports the policy department’s initiatives, issues, and projects. Enter policy department’s content into the editorial calendar and participate in communications department’s meetings as needed.
* Help impacted community members publicly share their stories through various media in partnership with the communications department
* Assist with implementing key policy and advocacy strategies and manage the policy agenda, with a focus on building local association partners and engagement strategies
* Other responsibilities may be identified by the Executive Director, as necessary, to meet organizational needs

**Executive Assistant Requirements:**

* Proven experience as a policy professional or other relevant experience.
* Must be able to understand public policy development and the legislative process.
* Must be able to translate research into tangible draft solution based white papers.
* Must be able to employ various types of research.
* In-depth understanding of entire MS Office suite.
* Bachelor’s Degree or commensurate experience.
* Ability to organize a daily workload by priorities.
* Must be able to meet deadlines in a fast-paced quickly changing environment.
* Must be able to handle day to day operations with the highest level of confidentiality.
* A proactive approach to problem-solving with strong decision-making skills.
* Professional level verbal and written communications skills.

**Send a cover letter and resume to** **info@ilbcf.org** **with Re: Policy Director in the subject line. No phone calls please.**