



## ASSOCIATE DIRECTOR OF POLICY

**SUMMARY:** The Alliance for Children's Rights is seeking an Associate Director of Policy to work with the Alliance's Policy Unit to develop and advance the agency's policy agenda. Located in Sacramento, the Associate Director will help to develop legislative priorities, draft and track legislation, and will liaison with state and county law and policy makers and with other advocacy groups. This is a very good opportunity to work in this field and be part of successful efforts to stimulate systemic change that will improve the lives of foster children and youth, and also the relatives who often care for them.

**OUR MISSION:** The mission of the Alliance for Children's Rights is to protect the rights of impoverished, abused, and neglected children and youth by providing free legal and social services, and promoting systemic solutions. Since its founding in 1992, the Alliance has served more than 125,000 children. Our core programs include foster care adoption, legal guardianship, healthcare, public benefits, education and early childhood development, transition-age youth, and system reform. The Alliance also serves as the convener of the LA Youth Collaborative, which brings together public agencies, nonprofit organizations, education systems, and employers to improve employment and education outcomes for transition-age youth.

The Alliance has been awarded Charity Navigator's top 4-star rating for the past six consecutive years, placing the Alliance in the top 4% nationally of nonprofit organizations rated by Charity Navigator.

### **ESSENTIAL JOB FUNCTIONS: reporting to the Policy Director, the Associate Director of Policy will**

- Work with Alliance program staff to identify and develop state legislative agenda and priorities and formulate strategies to advance these priorities.
- Monitor, analyze and track legislation and budget initiatives that impact Alliance clients. Keep Alliance leadership and staff apprised of bill activity and amendments.
- Recommend Alliance position and strategies regarding pending state legislation.
- Coordinate efforts with other child welfare advocacy groups regarding issues of mutual interest.
- Educate and provide technical assistance to elected officials about the Alliance's programs and initiatives.
- Train and supervise a policy assistant and student interns and ensure that support staff complies with office policies, practices, and procedures.
- Schedule and attend meetings with legislative staff.
- Prepare briefings, legislative memos, testimony and correspondence for the Alliance Board and leadership. Participate in periodic strategic planning.
- Testify and prepare clients to speak before state lawmakers.
- Strengthen and deepen connections with existing Alliance partners.
- Work with the Alliance's development, grant and communication directors.

### **EDUCATION/EXPERIENCE:**

- Master's Degree or JD with strong academic credentials.
- Knowledge of the child welfare system and policies is beneficial.

### **SKILLS AND KNOWLEDGE REQUIRED:**

- Thorough knowledge of legislative process and procedures;
- Strong problem solving skills;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, professional, and motivating manner;
- Excellent oral and written communication skills;

For more information on the Alliance please visit [www.kids-alliance.org](http://www.kids-alliance.org). We offer a competitive salary and benefits. Please submit your cover letter and resume to Angie Schwartz, Policy Director [a.schwartz@kids-alliance.org](mailto:a.schwartz@kids-alliance.org)

*The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.*