



10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

## Director of Public Policy Job Posting

November 2021

*WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing, and equipment.*

**The Director of Public Policy** is responsible for leading WestSide Baby's strategic priority to advocate for structural policy change. This position exists to advance WestSide Baby's policy initiatives in partnership with elected officials, policy coalitions and other Washington diaper banks, and to build community partnerships that support a larger policy agenda focused on meeting children's basic needs.

This is a full-time, 40 hours a week, exempt salaried employee position based out of our White Center, Seattle office. An estimated 80-90% of the job functions can be performed remotely, with weekly onsite and in-person work requirements in our White Center, Seattle office. This position reports to the Executive Director, and serves on the executive leadership team with three other department directors. Starting salary is \$70,000-\$75,000 annualized, depending on experience; generous benefits package, PTO and holiday pay available. Schedule includes occasional evening and weekend hours.

### Core Responsibilities

#### Public Policy Development (40%)

- Develop policy to address children's material basic needs gaps
- Manage a contract lobbyist to strategically navigate policy alternatives to achieving our goals
- Lead collaboration with policymakers and governmental agencies in charge of policy implementation to ensure sustainable policy solutions to address children's basic needs
- Build and maintain a landscape analysis of key policy stakeholders
- Build awareness of children's basic needs gaps among policy partners to inform the development of larger policy initiatives aimed at equitable distribution of resources for families

#### Advocacy (55%)

- Lead development of our legislative strategy to advance our policy priorities with key elected officials
- Build and maintain relationships with elected officials, key policy staff and governmental bodies to advance our policy agenda
- Prepare and provide testimony to elected officials in support of our policy priorities
- Build and maintain relationships with advocacy organizations and key policy coalitions to ensure access to basic items is included in key policy agendas and legislation
- Develop communications for the Executive Director, Board and leadership team to promote our advocacy strategy
- Collaborate with the executive leadership team to advance advocacy through all community engagement strategies
- Lead the Washington state Diaper Bank Coalition to inform policy priorities and engage our communities in advocacy
- Attend lobbying activities in line with WestSide Baby's mission, vision, and values

#### Public Relations (5%)

- Build and maintain relationships with media outlets focused on public policy to increase public awareness of children’s basic needs gaps and our advocacy efforts, serving as a media spokesperson
- Coordinate media coverage and events to promote WestSide Baby’s advocacy efforts, including engaging representatives from our partner organizations

### **Required Skills/Abilities**

- Development & implementation of public policy initiatives, focused on social and economic policy in support of families
- Strong knowledge of the legislative process and key legislative stakeholders
- Ability to build relationships with key legislative stakeholder groups
- Excellent interpersonal, oral presentation, and written communication skills
- Demonstrated ability to collect, analyze, and present data in concise presentations for multiple audiences
- Creativity and passion for WestSide Baby mission, vision, values, and equity commitment
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills

### **Required Education and Experience**

Studies have shown that women, people of color, and those from other underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and we encourage you to think broadly about how your background and skills might make you a valuable member of our team in this role.

- We are looking for a minimum of 4 years of professional experience in public policy, preferably in a nonprofit and/or legislative setting, OR an advanced degree in Public Health, Public Policy/Administration, or related field plus 2 years of professional experience.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer and viewing monitor/lit screen
- Ability to work in standard office lighting
- Ability to travel locally for media opportunities, coalition meetings, and legislative meetings

### **To Apply**

Submit a resume and cover letter or video addressed to Sarah Cody Roth, Executive Director, to [employment@westsidebaby.org](mailto:employment@westsidebaby.org) with “Director of Public Policy” in the subject line. This position is open until filled, with a **priority deadline to apply of December 27; applications will be reviewed on a rolling basis as they are received.** Our hiring process involves a 3-step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for a full (virtual) interview and, 3. Finalists will participate in a more casual team interview including a site tour.

*WestSide Baby values diverse perspectives and life experiences. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization, we collaborate closely with many different communities around King County and value an equitable organizational structure that can contribute to equitable access to basic essentials for children.*

### **Equal Employment Opportunity**

WestSide Baby is an equal opportunity employer. Employment decisions are based on merit and business needs. It is the policy of WSB not to discriminate against employees and applicants based on race, color, citizenship, status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. All employment decisions shall be consistent with the principle of Equal Employment Opportunity.