



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Director, Public Policy

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Senior Vice President,
Policy and Advocacy

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Senior Director, Public Policy will represent the institution externally in public policy settings with federal and state policymakers, and will work in consultation with directors on the Policy and Advocacy team to set strategic policy goals by issue, and provide support across all policy areas. This person with the support of two direct reports, will manage the conception, research, analysis, production, and release of high-impact, timely, and relevant policy documents and materials that support our mission.

This role will advance the socio-economic interests of the Latino community through transformational public policy change efforts at both the federal and state level. Success in this role will include developing expertise in a diverse range of policy issues to strengthen the policy analysis work of the component and participating in public policy forums, summits, briefings, and other events where relevant policy matters are discussed.

The successful candidate will develop and lead policy convenings, roundtables, and briefings, sharing widely the findings of analyses and research. Our rigorous policy agenda includes positions on immigration, education, health, employment and the economy, and housing. We will rely on strong writing skills to produce timely and high-quality documents.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and the larger interrelated systems. The Senior Director will work closely with other members of the policy team and colleagues with extensive expertise in communications and marketing, Affiliate Engagement, programs, and fundraising.

This position will report to the Senior Vice President of Policy and Advocacy and is based in Washington, DC.

RESPONSIBILITIES

Oversee Policy and Advocacy Component

- With guidance of/in consultation with the senior vice president, set overall goals and priorities for the policy and advocacy team overall and by issue.
- Collaborate with component colleagues, including Legislative Affairs, Civic Engagement, and Operations to align efforts, ensure support to activities, and maximize impact.
- Supervise and provide support to directors from all issue areas.
- Oversee the daily workflow of the team and provide clear direction, as needed.
- Provide ongoing constructive and timely performance feedback and annual evaluations.
- Support component senior managers, as needed.

Manage Production of Policy Documents

- Organize and manage the production and release of major policy reports, including developing a timeline for the production and dissemination of high quality, timely, and relevant policy analysis materials, and policy events.
- Conduct and publish independent policy analyses, as well as policy development, on timely and relevant issues for the Latino community that are not covered by specific policy projects or existing staff.
- Provide editorial support and guidance on policy documents, including issue briefs, policy memoranda, regulatory comments, public testimony, and journal articles developed in the component, with emphasis on coordinating issue areas or assignments that overlap or involve multiple policy projects.

External

- Participate in external policy advisory groups, boards, or committees as appropriate.
- Convene stakeholders and experts for briefings, roundtables, and other events to advancing thinking in the field.
- Represent the institution externally in public policy settings with congressional, federal

and state policymakers, including providing expert testimony to Congress on public policy issues.

- Work with media as appropriate.

QUALIFICATIONS

- Master's degree or equivalent years of experience required.
- At least fifteen (15) years of relevant experience in policy/legislative environment.
- At least ten (10) years of experience managing senior staff and supervising policy projects.
- Up-to-date and evolving understanding of issues facing Latino and immigrant communities.
- At least eight (8+) years of experience organizing and managing the production of major policy reports required.
- Experience thinking creatively to develop policy ideas or solutions.
- Extensive experience executing collaborative projects independently.
- Experience leading and working as part of a team both internally and externally.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Ability to take the initiative, work effectively under tight deadlines, and simultaneously advance multiple priorities.
- Proficient using Microsoft Office (Word, Excel, PowerPoint, Outlook, and Teams), statistical software, data sources, and internet queries required.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Bilingual (Spanish/English) skills a plus.

**Employment with UnidosUS is contingent upon successful completion
of a background screen.**

Please note: Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:

UnidosUS

hrmail@unidosus.org

Subject Line: Senior Director, Public Policy

Attn: SVP, Policy and Advocacy

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.