



Job Title: Director of Policy

Reports to: CEO

Program | Department: Policy

Employment Status: Full-Time (Exempt)

Supervises: Policy Coordinator

Location: Remote, *Washington D.C. preferred, otherwise travel once a month to Washington D.C. may be required.*

#### **POSITION SUMMARY:**

The Director of Policy is responsible for setting the organization's policy agenda and strategic goals. The Director of Policy's work is informed and guided by an intersectional analysis on gender-based violence, research, the experiences and realities of immigrant, refugee and U.S.-born gender-based violence survivors and their families, and the broader anti-violence and AAPI & NH & MENA movements.

This position will also engage in outreach, collaborate and advocate with multiple external partners including policy makers, coalition partners and advocates. The Director of Policy will also provide analysis and leadership in enhancing institutional responses to gender-based violence in AAPI & NH & MENA communities.

As partners to the CEO and members of the Leadership Team, Directors identify opportunities and challenges for the organization, are involved in organizational strategy, and contributing towards ensuring that the team is working in tandem to advance the success of the entire organization. The Director of Policy will partner with the leadership of the organization to lead the vision, mission and goals of the organization and will participate in leadership meetings for API-GBV.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Program Leadership and Oversight (40%)**

- Direct API-GBV's policy program, serve as a lead staff overseeing the formulation and implementation of the organization's policy activities in order to achieve strategic policy goals. Identify, research, coordinate and review key public policy issues with



implications for AAPI, & NH & MENA, immigrant and refugee gender violence survivors and their families;

- Develop, coordinate and oversee policy projects such as those related to immigration, funding for culturally specific victim advocacy programs, economic justice and supports housing, or broader family policy initiatives; and integrate identified critical-issues to ensure advocacy efforts and resources are relevant to AAPI & NH & MENA survivors and in coordination with other national legal and civil rights organizations.
  - Work at national, statewide and local levels to identify, analyze, and synthesize policy and research related to a wide range of immigration issues with implications for immigrant and AAPI & NH & MENA domestic violence survivors and their families;
- With the support of the CEO and Leadership team, identify gaps, needs, updates and to API-GBV's policy advocacy priorities and coordinate the timely and accurate execution of that work.
- Develop and ensure effective implementation of a detailed annual workplan, deliverables, benchmarks and timelines, including the collection of data necessary to complete required reports to funders.
- Participate in policy "think tank," planning and advisory group meetings related to gender-based violence policy.
- Contribute to discussions capturing and enhancing policy and practice internally and externally; and
- Work collaboratively with national partners to initiate, manage, or coordinate outreach to policymakers to support advocacy efforts on behalf of AAPI & NH & MENA and immigrant GBV victims and their families.
- Lead a thriving public policy team, including implementing the workplan, supervising staff, overseeing staff evaluations, and evaluating policy programming.
- Actively foster and contribute to staff professional development through mentorship and coaching

#### **Technical Assistance & Resource Development (30%)**

- Provide technical assistance on policy program development that supports the growth of strong community, statewide and national collaborations.
- Apply intersectional analyses in the delivery of technical assistance and policy related resources; and
- Develop policy papers and briefs, fact sheets, training materials, and other technical assistance materials for use by domestic violence advocates, policymakers, and practitioners on priority policy issues.
- Provide support and guidance to advocates in state and local communities on how to engage in policy advocacy.



### **Relationship & Collaboration (15%)**

- Serve as an external spokesperson on policy issues and represent API-GBV at conferences, meetings, and gatherings, as appropriate
- Cultivate and enhance strong working relationships with coalitions and staff engaged in policy advocacy, the GBV Resource Network as a whole and with specific Resource Centers.
- Engage with and provide leadership within national policy consortia on AAPI & NH & MENA civil rights organizations, immigration advocacy, domestic and sexual violence, and membership organizations such as NCAPA, NTF, etc.
- Engage with congressional staff, legislators, constituency groups, and key allies on behalf of API-GBV, as appropriate.
- Advance API-GBV's advocacy agenda pertaining to gender-based violence and the AAPI & NH & MENA communities.

### **Organizational Mission & Strategic Direction (15%)**

- As part of the Leadership team, provide thought partnership for strategic/organizational/structural planning processes.
- Support the CEO and Leadership Team and other staff members, as necessary, prior to any relevant federal and state legislative and executive branch agency meetings with key talking points, data, and information.
- Additional duties as assigned.

### **QUALIFICATIONS:**

#### **Education & Experience**

- Bachelor's degree from accredited four-year college or university, JD or public policy degree preferred, and substantial experience in social justice, systems advocacy and social change work, with a minimum of five years working in administrative and/or legislative advocacy as well as project management experience.

#### **Knowledge, Skills & Abilities:**

- Experience in providing in-depth technical assistance on gender-based violence and issues related to economic justice, poverty, immigration, civil rights housing, public benefits, or family policy including needs assessment, and the development and delivery of consultation, and follow-up.
- Deep understanding and experience with public systems and policy.
- Proven track record of leading policy advocacy campaigns.



- Experience in program planning and design, including ability to work effectively with consultants.
- Strong experience working with AAPI & NH & MENA communities and gender-based violence.
- Excellent writing skills; including curricula development.
- Excellent training and public speaking skills with a wide range of audiences.
- General knowledge of managing project workplans and budgets.
- Strong experience managing staff, including mentorship and development.
- Strong initiative, creativity and motivation, including ability to work under pressure in a fast-paced environment, and with deadlines.
- Outstanding ability to apply critical thinking and an intersectional analysis to promote effective policy, systems change and practice.
- Fundraising experience with the ability to engage private and governmental stakeholders
- Bilingual and/or biliterate in an AAPI, NH or MENA language is helpful.
- Ability to travel nationally as part of work responsibilities.

#### **General API-GBV Staff Roles:**

Along with all employees, the Director is expected to:

- Foster an environment that promotes trust and cooperation among constituents and staff.
- Apply policies and procedures to ensure that the principles of API-GBV are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Is accountable for participation in decision making processes and understanding outcomes.
- Understand the mission, values, and principles of API-GBV and apply them in work responsibilities.

#### **Compensation & Benefits**

Compensation: Starting salary will be between \$120,000-\$135,000. We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time. We prioritize staff wellness and development.

#### **Working Environment**

API-GBV works remotely and strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood and make public presentations.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to handle a national travel via air for conferences, retreats, and meetings.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

**HOW TO APPLY**

Please send letter of interest detailing why you are a fit for this position and your resume in a single PDF document to [HR@api-gbv.org](mailto:HR@api-gbv.org), by 5PM PST on February 21, 2025.