

JOB POSTING: Director of Policy & Advocacy



ILLINOIS BLACK ADVOCACY INITIATIVE BACKGROUND

The Illinois Black Advocacy Initiative (IBAI), founded in 2021, expands the capacity and power of Black community-focused organizations and dismantles systems of oppression through policy, advocacy, and organizing. IBAI aligns Illinois' Black-focused advocacy assets towards a common agenda, narrative, and strategy and is deeply committed to working with Illinois' grassroots advocacy organizations & advocates.

POSITION DESCRIPTION

The Director of Policy & Advocacy is a new and exciting opportunity for a detail-oriented, strategic and thoughtful individual with the ability to analyze and develop public policy. The Director of Policy & Advocacy primary responsibility is to provide Black-community focused grassroots advocacy organizations strategic, policy advocacy support on their initiatives and campaigns. This position reports to the Executive Director and works in partnership with the Director of Strategic Partnerships. The Director of Policy & Advocacy will also work to achieve the following: (1) identify and co-develop public policy initiatives and ensure that Black Illinoisans' strengths, assets, and needs are centered in the policy making; (2) represent IBAI in its coalition work with grassroots advocacy partners and; (3) Serve as an educator on the assets and opportunities for Black Illinoisans (taking the form of blogs, trainings, workshops and other formats as needed).

The ideal candidate is passionate about sustainable and prosperous Black communities, and Black people living full and abundant lives. They should also be transparent and proactive in communication, possess the ability to communicate with diverse audiences, open to growth and feedback, contribute innovative and fresh strategies, and possess strong interpersonal & relationship building skills. IBAI is a fiscally sponsored, start-up nonprofit organization with a developing infrastructure. The ideal candidate is flexible and comfortable working within a growing organization, while maintaining their substantive work ("building the plane while flying the plane").

PRIMARY RESPONSIBILITIES:

- In collaboration with the Director of Strategic Partnerships, support and expand the capacity of Black-community focused grassroots organizations with strategic policy support;
- Analyze current and prospective relevant state legislative and administrative efforts;
- Conduct, analyze, and present research that identifies and evaluates best practices for policies and programs (legislation, ordinances, directives, practices) and implementation strategies; and includes a review of both quantitative and qualitative data related to policy goals;
- Write clear, concise, and compelling internal and external memos and develop advocacy tools, including fact sheets, talking points, public education materials, position letters, and policy briefs, in multiple formats for a range of audiences;
- Building and maintaining trusted, respectful relationships with stakeholders, including but not limited to: IBAI partners, people impacted by our work, community members and leaders, coalitions, allied organizations, issue experts, government officials and staff, and elected officials;
- Draft legislation and develop strategies that increase public awareness on the assets and needs of Black people that are mission and values aligned, and will result in meaningful change;
- Coordinate and participate in legislative and stakeholder meetings;
- Write and deliver compelling testimony.

Qualifications (it is not expected that a candidate will possess everything listed):

- At least seven years of direct experience advocating for legislative or administrative policy change (economic justice, budget and tax policy preferred, but not required);
- Demonstrated ability to think critically and strategically about solving problems and coming up with solutions that drive results;
- Demonstrated ability to communicate clearly and effectively, both verbally and in writing;
- Strong interpersonal skills (written and verbal), with the ability to explain complex issues in accessible language for various audiences;
- The ability to work independently and manage multiple projects with competing deadlines on a tight timeline, while maintaining strong attention to detail;
- Demonstrated ability to build and maintain effective relationships with a broad range of constituencies, including people who are impacted by our work;
- Ability to be resilient, understanding that remediating anti-Blackness is a marathon and not a sprint;
- Organized and detail-oriented, with the ability to follow through with co-workers,

- advocacy partners, elected officials, and government staff,
- Ability to represent IBAI in compelling ways to build and maintain effective relationships;
 - Working knowledge of Google Drive (and its associated applications) and Microsoft Office, including Word, Excel, and PowerPoint;
 - When necessary, a willingness and availability to travel throughout Illinois and work on weekends.

COMPENSATION

Exempt, full-time position. The salary range for the Director of Policy & Advocacy is \$85,000-\$95,000 based on experience. IBAI offers a generous full benefits package including a 4% retirement contribution in addition to up to 4% match.

INQUIRY AND APPLICATION PROCESS

Applications should be submitted electronically via email to info@ilblackadvocacy.org and include a:

- Cover letter introducing yourself & your values, detailing your interest in the position and how both your work and lived experiences have prepared you for this position (take care not to share the same exact information that can be found on your resume), and
- Resume.

Please include "Director of Policy & Advocacy" in the subject line of your email. Applicants that advance to a second-round interview will be asked to share a writing sample. This position will remain open until filled.

Note: Currently, IBAI is a fully remote office with access to co-working space in Chicago, Illinois. The Executive Director is based in Chicago. The individual selected for this position must live in Illinois within 6 months of the first day of employment. If you are invited for an interview, the initial interview will be held over video conference.

The Illinois Black Advocacy Initiative is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, former incarceration or religious affiliation.