

Policy Director

The Voter Protection Program (VPP), a nonpartisan organization focused on the critical role states play in election protection, is looking to hire a Policy Director. The VPP Policy Director will oversee the organization's core policy and legislative program, including an internal team of policy associates and a network of state-based policy consultants, and provide leadership and advice to the SVP, CEO and Executive Chair. We are a rapidly growing organization, so the Policy Director will play a major role in defining VPP's vision and work for 2021 and beyond.

Our Policy Director will engage with the team, as well as coalition partners, to develop a strategy for success across the organization's mission--including promoting voting rights and democracy protection--through policy proposals, legislative proposals, and advocacy in a variety of states. Mobilizing the organization's unique roster of internal and external resources will require long-term strategic vision, flexible tactical wisdom, and the ability to oversee work in a variety of states.

Responsibilities:

- **Team Building.** As a new organization, the Policy Director will help build a team, including:
 - Helping hire and develop a team of policy associates.
 - Building a team of state-based policy analysts and consultants as needed.
 - Developing and adapting procedures for linking the growing internal staff with the potential network of outside resources and coalition partners.
 - Fostering a seamless team culture between leadership and staff, as well as across organizational units.
- **Policy and Legislative Development and Advocacy**
 - Working with the team--including our SVP, CEO and Board Chair--to devise a strategy for tracking, analyzing, and working for solutions in target states and at the federal level around voting rights, election law, redistricting and other election related issues.
 - Drafting and implementing legislative and advocacy strategy.
 - Conducting research, drafting memos and analysis on policies and legislative proposals, drafting model legislation, drafting testimony, providing ongoing analysis of policy and legislative actions, and being the strategic and quality control hub for editing and review of policy and legislative materials.
 - Playing a lead role in establishing the organization as a valuable voice among various coalitions, as well as a key source of policy advice and resources to key constituencies.
 - Planning for proactive policy engagement, including building relationships with key partners and stakeholders, engaging in public events, and drafting policy position papers.
- **Management**
 - Managing a team of policy analysts, including regular performance reviews, time tracking, and ensuring opportunities for growth.
 - Managing external policy and advocacy consultants.

- Ensuring a strategy for stewarding the policy team during remote work, without regular, face-to-face meetings.
- Supporting the organization's emphasis on diversity, equity, and inclusion in all aspects of our work.

Qualifications

- Experienced policy and legislative professional with 10 plus years of experience working on policy issues at the state and/or federal levels.
- Experience monitoring and engaging in policy and legislation, including advocacy, at the state level.
- JD and legal or legislative experience a plus.
- Experience managing and mentoring staff, including internal and external teams.
- Experience coordinating with senior staff to accomplish goals across departments.
- Direct work with state or federal officials a plus.
- Experience managing programs and legislative advocacy campaigns.
- Ability and motivation to create a cooperative and productive work environment.
- Ability to work collaboratively with colleagues in a sometimes intense and highly charged setting.
- Excellent problem-solving skills and ability to see the need to course correct.
- Outstanding writing and editing skills, including drafting and editing legislation and policy proposals, and reviewing/editing the work of others.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Offices will be in DC, but this position can be remote in the long-term.

This organization is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. Women, people of color, LGBTQ individuals, people with disabilities, and veterans are encouraged to apply.

To apply, please send a resume, cover letter, and references to voterprotectionjob@gmail.com with the subject line, "Policy Director."