



JOB DESCRIPTION

Public Policy Manager

The Washington Association for Children & Families (WACF) is seeking a Public Policy Manager.

WACF is a growing association of large and small providers working toward a safer and improved future for the children, youth, and families in Washington State. WACF's primary mission is to bring together and support—in a durable and vibrant alliance—organizations and individuals that deliver services to children and families in Washington State who are involved in, or at risk of involvement with, the child welfare system.

Together, WACF promotes safety, permanency, and well-being for children and families. WACF informs and engages its members and partners through trainings, materials, and discussion forums, and advocates on behalf of its member agencies for public policies that improve the lives of children and families.

WACF believes that children should be maintained in their families, communities and neighborhoods, maintaining cultural, tribal, and natural supports wherever and whenever possible. WACF members recognize and promote the value of serving children and families of diverse racial, ethnic, cultural and sexual orientation.

WACF hired its first-ever Executive Director in April 2018. The Public Policy Manager will be joining this growing organization and support the Executive Director and WACF members as the Association evolves.

Position Summary

The Public Policy Manager works under the direction of the Executive Director and in collaboration with WACF's three Divisions to plan, strategize, and advocate for systems-level reforms aligned with WACF's mission. The Public Policy Manager serves as the central liaison to WACF's Divisions including the:

- **Child Placing Agency Division**, which is composed of member agencies that provide foster care services that are dedicated to ensuring foster families, children, and youth receive high quality services and that children's families of origin are supported through the foster care process.
- **Family Preservation and Support Services Division**, which is composed of member agencies that provide in-home and community-based services to families, with the goal of stabilizing families to prevent children from entering more intensive services, including out-of-home care.
- **Intensive Services Division**, which is composed of member agencies that are interested in preserving, promoting, and improving Behavioral Rehabilitation Services, Crisis Residential Centers, HOPE beds, Regional Assessment Centers, and other services designed to serve children, youth, and their families with multidimensional and complex needs.

The Public Policy Manager will coordinate the work of the Divisions as they identify policy priorities for WACF to pursue on the membership's behalf. In this role, the Public Policy Manager will research policy, data, innovative practice and policy trends, summarize content, and help the Divisions develop leading



ideas for reform. Under the leadership of the Executive Director, the Public Policy Manager will also coordinate with external stakeholders (child welfare advocacy organizations and coalitions, etc.) as the Association develops and advocates for its policy priorities.

Essential Responsibilities

Annual Advocacy Issue Development

- Establish a formal calendar and process for issue identification for WACF in collaboration with the Executive Director and the Division Chairs.
- Collaborate with the Division Chairs on the annual issue development process, including providing research, data, and reports on emerging foster care provider and other systems issues and topics that will inform and support the Division's issue development.
- Respond to requests for policy and research information from the Executive Director and Division Chairs during the legislative session and interim.
- Prepare and refine advocacy talking points and supporting materials that the Executive Director and WACF members can rely upon when meeting with legislators, Department of Children, Youth, and Families leadership, and in public testimony so that WACF speaks with one voice.
- Track state budget and policy implementation issues and inform the Executive Director, Division Chairs, and general membership of changing dynamics regarding implementation and upcoming initiatives.
- Research, monitor, analyze, and recommend to the Executive Director whether and how WACF should respond to federal, state, and local child welfare issues that impact WACF members.
- Work with the Executive Director and a contract lobbyist on WACF's advocacy strategy leading up to and during legislative session, including working with the ED to identify opportunities for the ED, WACF members, and the Public Policy Manager to testify at legislative work sessions, policy bill and budget hearings, and more.

Collaboration with External Partners

- Work with the Executive Director to build and maintain relationships with partner organizations, coalitions, and associations throughout the state to advance systemic policy goals.
- Provide guidance and expertise on practice and policies related to child welfare (and other relevant issue areas) to community partners, such as the *Child Welfare Advocacy Coalition*.
- Work with the Executive Director to determine WACF's role and level of participation in external policy workgroups, coalitions, boards, and commissions.
- Represent WACF on external policy workgroups, coalitions, boards, and commissions, as requested.
- Work with the Executive Director to build and maintain relationships with elected officials, their representatives and staff, as well as state agency staff, as requested and guided by the Executive Director.

Public Policy Education & Communications

- Prepare briefing papers on issues related to WACF's mission and advocacy priorities to inform the membership.



- Distribute electronic policy updates to WACF members, including legislative action alerts, position statements, and research reports for members and other key stakeholders.
- Produce web content related to WACF's public policy agenda.
- Prepare weekly update emails to the membership during legislative session and periodic updates during the interim.
- Coordinate with the Executive Director and other community partners to identify learning opportunities related to advocacy and public policy for WACF membership.

Other duties as assigned.

Qualifications and Desired Attributes

- Bachelor's degree in public policy, public administration, social work, or related field, or a comparable combination of education and experience. Master's degree or equivalent experience is a plus.
- 3-5 years of relevant and progressively responsible work experience in public policy advocacy, government relations, stakeholder relations, child welfare service, or equivalent experience in a related field.
- Experience with, and/or commitment to having race equity, social justice, and cultural competence be a workplace priority.
- Experience in/familiarity with the state legislative process.
- Ability to analyze and summarize legislation.
- Proven planning and analytical skills to evaluate complex situations and recommend next steps/solutions.
- Excellent public speaking, facilitation, and presentation skills, as well as strong written communication skills.
- Excellent interpersonal and relationship-building skills: ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders.
- Excellent project management skills: ability to multitask, meet deadlines, and balance priorities.
- Ability to work independently and collaboratively.
- Familiarity with online advocacy tools to mobilize grassroots advocacy (CQ Roll Call/Engage) and CRMs a plus.
- Proficiency in the Microsoft Office (Excel, Word, PowerPoint).
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington State.
- Available to work some evenings and weekends with occasional travel.
- Commitment to WACF's mission.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of the Public Policy Manager.



Reports To

Jill May, WACF Executive Director (<http://www.wachildrenandfamilies.org/>)

Location

Flexible. WACF does not have a central office location and the Executive Director works in flexible locations. The Public Policy Manager would be expected to attend monthly WACF Division meetings (x3) and a monthly general membership meeting, which are typically held in SeaTac, WA. Travel to Olympia will be required to support the Executive Director and WACF members, as well as some travel elsewhere in Washington State. Travel expenses will be reimbursed.

Compensation

The approved salary range for this position is between \$55,000 and \$67,000, depending on experience and qualifications. Employees also receive a health insurance stipend and generous paid time off.

Employment Policy

The Washington Association for Children & Families is an equal opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. We encourage applications from people of all backgrounds.

How to Apply

Send resume and cover letter to Erin Shea McCann (erin@esmccann.com) with "WACF Public Policy Manager" in the subject line. It is preferred that attachments are in PDF format and are labeled YourName_CoverLetter or YourName_Resume.

Position is open until filled. Priority consideration will be given to applications received by **Friday, August 31**.

It is WACF's goal of having someone in place in mid-October.