



JOB ANNOUNCEMENT

Policy + Advocacy Associate

Position Summary

The Policy + Advocacy Associate's role is to support Silicon Valley Council of Nonprofits' (SVCN) efforts to provide nonprofits and nonprofit staff in Santa Clara County with the critical advocacy resources they need to maintain healthy organizations that are working effectively to build thriving and equitable communities.

Reporting to the Policy Director, the Policy and Advocacy Associate will implement SVCN's policy priorities; organize and engage nonprofit partners on policy efforts; conduct research on and monitor local government policy decisions; provide updates, critical resources to and learning opportunities around policy and advocacy for nonprofits; and support operations and funding for SVCN's policy programs.

This is a great opportunity to strengthen the capacity of a small, well-respected, high-impact organization. The position is based in San José, California; although SVCN's team works primarily remotely from their homes, we are currently developing a plan to return to the office in what will likely be a hybrid capacity.

Compensation and Benefits

1. This is a full-time, non-exempt, at-will position.
2. Annual salary starting at \$55,000 (\$4583/month), depending on experience, paid semi-monthly.
3. Generous health insurance package.
4. 403(b) retirement plan. In FY24, staff with over one year of employment are offered a 3% match to their contributions.
5. Free parking.

6. In FY24, staff are provided with up to \$1,000 yearly for external training.
7. Cell phone stipend.
8. 38-hour work week, with flexibility.
9. Generous holiday policy of 17 paid holidays, plus a winter holiday closure.
10. Regular organization-paid lunches and other fun perks.
11. A workplace where you feel welcome, valued, and inspired.

Application Process

Applications will be reviewed on a rolling basis. To apply, please submit the following to hr@svcn.org with the subject line: “*Policy & Advocacy Associate: [Your Name].*”

- Letter of interest
- Resumé

Desired Qualifications

- Bachelor’s or Graduate degree from an accredited school or commensurate experience in a nonprofit policy and advocacy role or similar government role. We encourage applications from those with a degree/expertise in public policy, urban planning, political science, law, sociology, or related fields.
- Demonstrated passion for nonprofits, contributing to the community, and being a change-maker.
- Strong desire for and experience with building and maintaining positive relationships with people from diverse backgrounds.
- Commitment to advancing racial justice, equity, diversity, and inclusion.
- Excellent oral and written communication skills.
- Experience with and excellent skills in problem-solving, exercising sound judgment, taking initiative, working independently, and following through.
- Excellent interpersonal skills.
- Ability to thrive in a highly collaborative environment while also possessing the ability to work well independently with minimal supervision.
- Ability to take on different roles, and juggle multiple priorities with a positive, collegial, flexible, solution-oriented attitude.

- Is a self-starter, has the ability to work from established timelines, has strong organizational skills.
- Reliable transportation (and applicable licensure and automobile insurance as required by California law) and an operable mobile phone.
- Comfort using a variety of software platforms (including Box, Trello, Slack, Microsoft Office Suite, Outlook, Zoom, Salesforce, Google Suite, Canva, and Mailchimp).
- Local residency or willing to relocate by start date.

All SVCN staff must be U.S. citizens, lawful permanent residents, or individuals who are legally authorized to work full-time without restriction for any U.S. employer and who possess lawful evidence of employment authorization. Note: Individuals who are seeking consideration under the “Deferred Action for Childhood Arrival” (DACA) policy must possess an Employment Authorization Document at the time of application that is valid throughout the program.

What are we looking for?

In a sometimes fast-paced environment, you bring detail-oriented skills and a passion for making things work well and an ability to handle assignments effectively in a high performing environment, including strategically prioritizing the most important projects. You are solutions-oriented, flexible, with the ability to adapt to the evolving needs of the nonprofit community and our growing organization. You have the ability to work effectively with a talented and diverse team, and to proactively spot issues of equity, bias, and inclusion across multiple identities and bring workable solutions. You’re able to build strong rapport through being true to your word, warmth, humility, optimism, and humor. You enjoy working with a team, brainstorming solutions, and keeping each other accountable in a kind and generous way. You have a customer-service mindset when it comes to interacting with staff of the nonprofits organizations we serve. You bring creativity, flair, and fun to the work.

Examples of Duties

Policy Advocacy

- Implement SVCN’s policy priorities and strategy, and provide input to their development.

- Draft comment letters expressing SVCN's position on policy issues.
- Monitor and analyze the impact of local, state and federal legislative actions on nonprofits and their missions.
- Implement advocacy campaigns and provide resources to nonprofits so they can better engage in policy advocacy.
- Participate in training nonprofit staff on advocacy and lobbying, including coordinate and plan with the Learning & Member Engagement Department in developing content and planning policy events and workshops.
- Support the policy and advocacy activities of the Race Equity Action Leadership (REAL) Coalition.
- Coordinate with other nonprofit associations (e.g. Behavioral Health Contractors' Association, Community Health Partnership, Thrive Alliance, and CalNonprofits) regarding advocacy on behalf of the nonprofit sector.
- Support the Policy Director with additional tasks as needed.

Government Relations

- Support the Policy Director and CEO in cultivating and managing SVCN's relationships with local elected officials.
- Educate policymakers about issues of concern to the nonprofit sector.
- Coordinate convenings with elected officials and other policymakers with nonprofits.

Member Engagement

- Support the Learning and Member Engagement Department in outreach to nonprofit community to evaluate their needs.
- Develop opportunities for nonprofits, including members, to coordinate with each other for advocacy purposes.
- Support the execution of SVCN's events, including, but not limited to professional development workshops, summits, conferences, town halls, member events, and special meetings.
- Identify, outreach, and cultivate relationships between members and future members.

General Duties

- Draft policy updates for SVCN communications, including SVCN newsletter and social media posts.
- Draft proposals and reports for policy-related grants.
- Participate in local, regional and statewide policy coalitions on nonprofit issues.
- Assist with other organizational tasks as needed.

ABOUT SVCN

Founded in 1996, Silicon Valley Council of Nonprofits (SVCN) advances the role, voice, and capacity of the nonprofit community in Santa Clara County so it can be a force for positive social change and support the creation of equitable, vibrant, and thriving communities. SVCN has committed to be a change-agent and a model of possibility by centering racial justice, equity, diversity, and inclusion principles in everything SVCN does internally and externally. One of our strategic commitments is to support the nonprofit ecosystem by being a trusted source and hub of information, resources, and connection for nonprofits in Silicon Valley, that facilitates nonprofit collaboration and collective impact. We also leverage our power, positionality, and access in order to partner with, amplify, and support community to influence decision-makers to change systems in ways that address the biggest challenges facing nonprofits and the communities they serve.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at HR@svcn.org.