Nonprofit Policy & Advocacy Fellow
JOB ANNOUNCEMENT

Position Summary
The Nonprofit Policy & Advocacy Fellowship offers recent graduates and young professionals the opportunity to work with leaders across the nonprofit community. The Policy & Advocacy Fellow will support SVCN’s Policy Team; conduct original research; provide critical resources and learning opportunities for nonprofits; curate content for SVCN’s Policy Update newsletter; and write insightful policy briefings, reports, and publications. This opportunity offers the chance to receive hands-on experience magnifying the impact of Silicon Valley’s nonprofit community. Fellows will accomplish this by learning how to use an equity-centered framework, expand their network, and prepare themselves to hit the ground running within a related field.

Fellowships will run for (1) year and may be extended up to (6) additional months depending on funding. This is a full-time, non-exempt position.

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 a what will likely be a hybrid capacity.

Compensation and Benefits

1. Anticipated start date of September 2023.
2. This is a full-time, non-exempt, 12 to 18-month role.
4. Generous health insurance reimbursement.
5. 403(b) retirement. In FY24, staff with over one year of employment are being provided with a 3% match.
6. Free parking
7. In FY24, staff are provided with a minimum budget of $1,000 for external training.
9. 38-hour work week, with flexibility.
10. Generous holiday policy of 17 paid holidays, plus a winter closure.
11. Regular organization-paid lunches and other fun perks.
12. A workplace where you feel welcome, valued, and inspired.
13. Cultivation and support of leadership, policy, and advocacy skills, within a racial justice and equity framework.
14. Exposure to a wide variety of nonprofits, nonprofit roles, and issues facing nonprofits and the communities they serve to prepare for full-time employment in the nonprofit, social innovation, or public service sectors.
15. Completion of at least one major project.

Application Process
Applications are due on August 11, 2023, and will be reviewed on a rolling basis. To apply, please submit the following to hr@svcn.org with the subject line: “Policy & Advocacy Fellow: [Your Name]”.

- Letter of interest
- Resumé

Candidates who move past an initial round will be asked to submit:

- A writing sample in response to a prompt provided by SVCN
- Transcripts from post-secondary academic institutions you have attended (unofficial transcripts accepted, subject to verification)
- Contact information for three references (recommended one academic, one professional, and one personal reference)

Selection Process
SVCN’s fellowships are structured to cultivate the next generation of nonprofit leaders and to build a more diverse and racially equitable nonprofit sector. SVCN seeks applicants from underrepresented and diverse backgrounds. By bringing individuals who experience direct or structural discrimination into nonprofit leadership and capacity-building, SVCN works to cultivate nonprofit leaders who will advance an agenda that is responsive to the needs of all we serve.

Fellows are selected for their leadership, practical abilities, scholarship, and commitment to public and community service. Applications are scored based on evidence of leadership and leadership potential, including community involvement, commitment to public service, and ability to challenge self.

Desired Qualifications
- Bachelor’s or Graduate degree from an accredited school. We encourage applications from those with a degree/expertise in public policy, urban planning,
political science, law, sociology, economics, or related fields. Commensurate experience in lieu of a degree will be considered.

- Demonstrated passion for being a change-maker, with an interest in advocacy or community organizing, nonprofit work, and learning about the nonprofit sector.
- Strong desire for building and maintaining positive relationships with people from diverse backgrounds.
- Excellent oral and written communication skills.
- Experiences with problem-solving, exercising sound judgment, taking initiative, working independently, and following through.
- Commitment to advancing social justice, racial justice and diversity, equity, and inclusion.
- Ability to be collaborative with an ability to work on teams, take on different roles, and juggle multiple priorities with a positive, solution-oriented attitude.
- Comfort using a variety of software platforms (including Microsoft Office Suite, Box, G Suite, Salesforce, Outlook, Zoom, Slack, Trello, Mailchimp) and the flexibility and ability to learn new platforms.
- Residence in the greater Bay Area.

All Fellows 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 workplace.
Examples of Duties

Policy & Advocacy

- Draft and provide public comment 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.
- 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, CalNonprofits) on advocacy on behalf of the nonprofit sector.

Government Relations

- Support the Policy Team in cultivating and managing SVCN’s relationships with local elected officials and staff.
- Educate policymakers about issues of concern to nonprofit organizations.
- 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.
- Support 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.

General Duties

- Reports to the Policy Director.
- Draft policy updates for SVCN communications, including SVCN’s Policy Update newsletter.
- Provide scheduling and administrative support when arranging team meetings with external partners.
- Assist with other organizational tasks as needed.

ABOUT SVCN

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.