Policy Director/Policy Manager*
JOB ANNOUNCEMENT

Position Summary

The Policy Director or Manager’s mission is to provide nonprofits and nonprofit staff with the critical resources they need to maintain healthy organizations that are working effectively to build thriving and equitable communities by developing and implementing a public policy agenda that supports local nonprofits.

Reporting to the CEO, the Policy Director or Manager leads SVCN’s policy and advocacy. The Director or Manager will partner closely with the CEO, SVCN Board of Directors, and SVCN Policy Council to identify issues and opportunities for policy advocacy that are relevant to the nonprofit community. The Director or Manager’s primary responsibilities are to drive the creation and implementation of a strategic policy agenda; execute advocacy campaigns to advance SVCN’s policy priorities; serve as primary staff to the SVCN Policy Council; listen to and deepen relationships with and among the nonprofit community; cultivate and maintain relationships with local elected officials; provide timely and regular updates to nonprofits on government affairs; draft policy briefs and action alerts to facilitate nonprofit engagement in policy advocacy; and encourage nonprofits to join our nonprofit alliance. The Director or Manager will represent and attend community events to ensure the engagement of SVCN with the larger community; and supervise a team of three, including the Policy and Advocacy Associate, Policy and Advocacy Fellow, and a part-time undergraduate student intern.

This is a great opportunity to strengthen the capacity of a small but well-respected, high-impact organization. The position is based in San José, California, but because of the COVID-19 pandemic, SVCN’s team is working mostly remotely from home; we are planning to return to a hybrid work environment soon.

Compensation and Benefits

1. This is a full-time, exempt, at-will position.
2. Annual salary for the Director level role starts at $90,000. Annual salary for the Manager level role starts at $75,000.
3. Generous health insurance package.
4. 403(b) retirement; in FY23, staff with over one year of employment are provided with up to a 3% match.
5. Free parking.
6. In FY23, staff are provided with a budget of $1000 for external training.
8. 38-hour work week, with flexibility.
9. Personal time off of 20 days a year, and 17 paid holidays.
10. A workplace where you feel welcome, valued, and inspired.

Desired Qualifications

- Commitment to racial justice, equity, diversity, inclusion, and social justice.
- Bachelor’s degree in a relevant discipline. Equivalent combination of education and experience sufficient to successfully perform the essential job duties will be considered.
- At least five (5) years in a nonprofit leadership role and at least three (3) years in an advocacy role. Individuals who have fewer years of experience may be considered for a Manager level role.
- Knowledge and understanding of Santa Clara County nonprofits and demonstrated passion for nonprofits and contributing to your community.
- Significant professional experience in public policy advocacy, public policy research and analysis, and coalition building.
- Deep understanding and experience with public systems and policy, with proven track record of influencing policy outcomes.
- Ability to synthesize and explain complex policy issues.
- Staff and volunteer supervision experience.
- Grant management experience.
- Project management experience.
- Excellent written communication skills.
- Comfortable and effective in speaking in front of large groups.
- Strong desire to and experience building and maintaining positive relationships with people from diverse backgrounds.
- Experience with and excellent skills in problem-solving, exercising sound judgment, taking initiative, working independently, and following through.
- Excellent interpersonal skills.
- Candidates must 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 and demonstrates strong organizational skills.
- Experience working with outside consultants.
- Diplomacy and tact are required skills for this position.
- Comfort using a variety of software platforms (including Microsoft Office Suite, Box, G Suite, Slack, Trello, Salesforce, Outlook, Zoom, group management platforms, and the flexibility and ability to learn new platforms).
- A valid California driver’s license, reliable automobile, including insurance as required by California law, and an operable mobile phone.

All employees 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 can think critically and apply a racial justice and equity lens to the work and our organization. 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.

Application process

Position open until filled. To apply, please submit the following to HR@svcn.org.

- Letter of interest
- Resume

Examples of Duties

Policy Advocacy

- Provide leadership in the development and implementation of SVCN policy priorities and strategy
- Draft comment letters outlining SVCN’s position on policy issues
- Monitor and analyze impact of local, state and federal legislative actions on nonprofits
- Design advocacy campaigns and develop resources to engage nonprofits in policy advocacy in support of SVCN’s policy priorities
- Serve as primary staff to SVCN Policy Council
- Develop and lead trainings on nonprofit advocacy and lobbying
- 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
- Support Racial Equity Action Leadership (REAL) Coalition and other nonprofit coalition policy priorities

Government Relations

- In partnership with the CEO, cultivate and manage SVCN’s relationships with local elected officials
Educate policymakers about issues of concern to nonprofit organizations
Coordinate convenings between nonprofits, elected officials, and other policymakers

**Member Engagement**

- Support the Learning and Member Engagement team in outreach to nonprofit community to evaluate their needs, including in the yearly nonprofit survey.
- Develop opportunities for nonprofits, including members, to engage with each other.
- Support the planning and execution of SVCN’s events, including, but not limited to, professional development workshops, summits, conferences, town halls, member events, and special meetings.
- Identification, outreach, and cultivation of members and future members.
- Provide technical assistance to nonprofits on policy and advocacy.

**General Duties**

- Supervise policy team, comprised of associate-level staff and undergraduate intern.
- Draft SVCN’s policy communications, including SVCN’s policy newsletter and other related social media posts.
- Assist in planning of SVCN’s events, including leading content development for annual *Activate Your Impact* policy summit.
- Manage policy-related grants, including the development of proposals and required reporting.
- Participate in local, regional and statewide policy coalitions on nonprofit issues
- Support organization-wide planning, development, and communication activities as needed.
- In conjunction with the CEO, develop and manage SVCN’s policy advocacy budget.

**About SVCN**

Silicon Valley Council of Nonprofits (SVCN) magnifies the voice of the local nonprofit community and supported the capacity of nonprofits so they can better help people and advance thriving, equitable communities. Through our learning workshops, capacity building cohorts, collective impact facilitation, and policy advocacy partnerships, SVCN helps to build nonprofit skills, strengthen foundations, and enhance nonprofits’ ability to better serve their communities through human services, health and mental health care, education, housing and re-housing, emergency assistance, transportation and environment, the arts and beyond. SVCN’s membership of between 150-200 organizations, largely serving Santa Clara County, represents the broad depth and value our members provide to the community.

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.

*Position title depends on experience.*