

POSITION OVERVIEW

Title: Director of Policy

Division: Central Administration

Reports To: Chief Policy and Public Affairs Officer

Status: Full Time Exempt

Date Prepared: January 2021

ORGANIZATIONAL BACKGROUND

The mission of the Chinese-American Planning Council, Inc. (CPC) is to promote social and economic empowerment of Chinese American, immigrant, and low-income communities. CPC was founded in 1965 as a grassroots, community-based organization in response to the end of the Chinese Exclusion years and the passing of the Immigration Reform Act of 1965. Our services have expanded since our founding to include three key program areas: education, family support, and community and economic empowerment.

CPC is the largest Asian American social service organization in the U.S., providing vital resources to more than 60,000 people per year through more than 50 programs at over 30 sites across Manhattan, Brooklyn, and Queens. CPC employs over 700 staff whose comprehensive services are linguistically accessible, culturally sensitive, and highly effective in reaching low-income and immigrant individuals and families. With the firm belief that social service can incite social change, CPC strives to empower our community members as agents of social justice, with the overarching goal of advancing and transforming communities.

POSITION SUMMARY

The Director of Policy is responsible for legislative, budget and regulatory policy, coalition management, and government affairs, working closely with the Chief Policy and Public Affairs Officer to advance our City, State and Federal policy agenda. The Policy Director will also be responsible for continuing to build out our policy agenda based on community member and staff input, identifying strategic and emerging issue areas for legislative and budget advocacy.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Policy Formulation and Advocacy

- Assist with the development and implementation of CPC's policy agenda at the city, state, and federal levels, including incorporating feedback from our annual listening tour, developing strategy and evaluation.
- Identify new and emerging policy priorities that impact the communities that CPC serves and organizations that serve Asian Americans, communities of color, immigrants and low-income New Yorkers.
- Maintain on-going monitoring of relevant proposed and enacted legislation, budget measures, and regulations on the City, State and Federal levels, and how it might impact CPC and its subsidiaries or the communities we serve. Conduct timely analysis, create briefs and summaries for a variety of audiences, as well

recommendations and strategy. This could range from sharing out information on how community members can comment on a new Federal regulation and how it would impact them, to providing a briefing on how a legislative proposal could impact our early childcare services.

- Continue to build internal capacity to conduct independent research and policy analysis, including producing high-quality policy documents such as reports and briefs that are well researched, written, and strategic.
- Build CPC thought leadership on issues that impact our community members and the social services organizations that serve them through statements, op-eds, briefs, press releases, digital and social media, and identify new avenues for elevating through leadership. Incorporate issue monitoring to build out systems for ongoing thought leadership and rapid response to emerging issues.
- Weigh in on City, State, and Federal budget, legislation and regulation through writing and presenting testimonies, memos of support/opposition, public comment, and more.
- Work with Policy & Public Affairs team to coordinate advocacy actions, education and other opportunities that engage Staff and community members in our policy agenda.

Government Affairs and Coalition Building

- Serve as a point of contact for key campaigns and coalitions, summarize and report key information to Policy and Public Affairs team and CPC Staff. Work with Policy & Public Affairs team staff to support program staff to serve on relevant programmatic coalitions.
- Cultivate and maintain strong, effective relationships with key legislators and staff, and government and agency officials so that CPC is looked to for policy and advocacy direction, and identify new targets to broaden the scope of CPC's policy advocacy work. This could look like attending meetings and evening events to build relationships or finding new ways for legislators and government officials to better understand the scope of CPCs work and the issues that impact our community members.
- Represent CPC internally and externally including coalitions, federations, task forces, panels, committees, media, etc, as required. Take leadership positions in coalitions; and seek new allies and partnerships in the nonprofit, business, and philanthropic sectors.
- Support on discretionary and capital fundraising, including identifying new opportunities for funding, communicating with elected officials, and supporting applications, communications, and reporting.
- Liaise with Development and Communications Team to ensure strategic use of media to promote CPC's positioning and increase engagement of stakeholders

ONE TO TWO YEAR PRIORITIES

- Support the completion of the AAPI COVID-19 community survey (conducted through CPC, Coalition of Asian American Children and Families, and the NYU Center for Study of Asian American Health), including supporting on analysis, policy recommendations, report and subsequent distribution and advocacy strategy
- Build relationships with City and State elected and government officials, especially in consideration of the 2021 and 2022 electoral cycles, to establish CPC

as a go to for policy, advocacy and programmatic issues and ensure that AAPI issues are well represented in new administrations.

- Establish CPC as a leader in key coalitions, as identified by core issues or strategic opportunities to elevate AAPI and immigrant community voices.
- Work with the Policy and Public Affairs team to build a leadership pipeline for staff and community participation in advocacy actions, and build capacity and analysis
- Continue to build out CPCs thought leadership through regular statements, briefs, op-eds, etc., and work with Policy and Public Affairs team to create corresponding staff and community trainings and resources
- Work with Policy and Public Affairs team to build out digital strategy, including social media and language accessible digital strategy, as a part of policy and advocacy work.

KEY REQUIRED SKILLS AND COMPETENCIES

Policy Advocacy – demonstrated advocacy skills and experience; knowledge of policy issues that impact low-income, immigrant and Asian American communities; understanding of city, state and federal legislative processes; proactive in prioritizing and selecting among numerous issues worthy of advocacy

Nonprofit Experience – at least three years in the nonprofit sector; experience with working in coalitions; demonstrated experience with not-for-profit policies and issues; knowledge of the social services fields in New York

Commitment to Social, Economic and Racial Justice- and understanding of policy issues and areas of need impact Asian-American, immigrant and low-income communities in New York; building solidarity and coalition across communities of color, and commitment to building transformative policy change

Project Management – proven leadership skills as evidenced by program and/or project management, ability to facilitate teamwork; ability to think strategically and anticipate future consequences and trends; capacity to incorporate changes into program plan.

Communication- ability to synthesize research and new information rapidly, and communicate it effectively to a variety of stakeholders, from elected officials to community members, using culturally and linguistically appropriate communication methods.

Action Oriented- enjoyment of working hard and looking for challenges; ability to act and react as necessary, even if limited information is available; a high degree of independence, flexibility, initiative, commitment and ability to work as part of a team.

Effective Partnerships – Ability to work effectively with internal and external stakeholders; ability to develop effective partnerships; demonstrated ability to work effectively in a team

Communication Ability – excellent writing, analytical, research and speaking skills; ability to work as part of a team; experience facilitating meetings and workshops; ability to work effectively with internal and external stakeholders; ability to develop effective partnerships; demonstrated media skills and experience preferred.

Relevant Educational Background – Bachelor’s degree required. Graduate degree in policy, public administration, law, social work, or related field preferred

COMPENSATION

Commensurate with experience; excellent benefits package including paid holiday, sick and personal time off. Medical insurance coverage including Dental and Vision; Basic Life Insurance coverage; 403(b) Retirement

TO APPLY

Send resume, brief cover letter and writing sample to ccowen@cpc-nyc.org.

CPC is an Equal Opportunity Employer