



## Director of Policy

**National CAPACD seeks a seasoned and committed Director of Policy to lead its policy and advocacy initiatives aimed at preventing the displacement of low-income Asian Americans and Pacific Islanders.**

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an experienced Director of Policy to develop and lead its policy strategies designed to further the economic and social empowerment of low-income AAPIs and the equitable development of AAPI neighborhoods. The Director of Policy will work closely with a member-driven policy committee, program staff, and the Policy Manager to develop and implement policy and advocacy strategies aimed at building healthy thriving communities and advancing racial and economic justice, with a particular focus on low-income AAPI communities.

The Director of Policy will work with leading civil rights and community development organizations, federal agencies, and national elected officials to advocate for policies that advance racial and economic justice with a focus on increasing investments in preserving and developing affordable housing, supporting entrepreneurs and small businesses, and equitable development. In addition, the Director of Policy will work with communications staff to craft public statements and media releases on priority issues, as well as collaborate with program staff to deliver advocacy training to member organizations. The Director of Policy will supervise the Policy Manager and manage consultants recruited to support policy efforts.

The Director of Policy is a senior level position that reports directly to the Executive Director and serves on the Management Team. In this role, the Director of Policy will contribute to the overall strategic direction, fundraising efforts, and management of the organization's operations.

### **Roles and Responsibilities Include:**

- Develop a policy strategy to advance pressing issues aligned with our strategic vision and priorities identified by member policy committee and broader membership;
- Serve as an outward-facing representative, building strong relationships and strategic partnerships with federal level leadership, elected officials, advocates, think tanks, and other stakeholders;
- Oversee and implement the development of a clear policy action agenda, policy position statements, and social media strategies with the support of the Policy Manager and in partnership with relevant staff and member organizations;
- Engage with leadership of member organizations on an ongoing basis to inform policy strategies; support the Policy Manager in agenda setting and management of the member policy committee;
- Oversee and implement the development of a member-adopted Policy Platform;

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- Oversee statements aligning with advocacy strategies;
- Supervise the Policy Manager and manage policy and research consultants to implement policy and advocacy strategies;
- Support National CAPACD's fundraising efforts, especially as relates to the resource needs and development of the Department;
- Provide day-to-day management, support, and supervision of Department staff, including but not limited to identification of staff development needs, regular check-in meetings, conducting ongoing and annual evaluation for all staff supervised;
- As a member of the senior leadership team, provide leadership, inform strategic direction, support the growth of colleagues, and be a publicly facing member of National CAPACD with member organizations, partners, and in coalitions;
- Manage and administer the Department, including annual budgeting, annual work planning, tracking the budget against actual income and expenses, tracking ongoing work against planned outcomes, and evaluating and reporting ongoing work on a regular basis.

**Other Functions and Responsibilities:**

- Support program staff to implement the Community in the Capital Fellowship and other programs to deliver advocacy training and direct advocacy experience for staff of member organizations;
- Support the planning and implementation of the bi-annual Building CAPACD Convention and other organization-wide events;
- Support program and communications staff to develop research reports and dissemination plans aligning with advocacy strategies;
- Assist with other communications tasks as needed.

**Required Qualifications:**

- 7+ years of national level experience in policy advocacy and working with elected officials and government administrators;
- JD or Master's degree in urban planning, public policy, public administration, or equivalent experience;
- Exceptional written and oral communications skills, including public speaking;
- A keen understanding that long-term success requires positive relationships with stakeholders and a passion for public policy;
- Excellent stakeholder management skills, including interpersonal, diplomatic, and communication skills necessary to build a broad base of coalition partners;
- Committed to racial and economic justice and advocating for the community development needs of low-income AAPI communities;
- Willing to work in a fast-paced setting;
- A team player with a demonstrated ability to work well in a collaborative environment.

**Desired Qualifications:**

- Experience crafting legislation;
- Experience supervising staff;
- Knowledge of issues impacting low-income AAPI communities.

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**Physical Factors**

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 4-5 times per year.

**Working Conditions**

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

**Compensation:**

The Director of Policy is an exempt, full-time position based in Washington, DC. Annual salary is \$85,000+, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and 403(b) plan.

**COVID-19 Note:**

This position is temporarily remote due to COVID-19. Applicants will need to be available to work from National CAPACD's Washington, DC office upon the conclusion of National CAPACD's work from home status, timing TBD. A COVID-19 vaccination and masks will be required when we return to the office.

**To Apply:**

Applications will be accepted until position is filled. Please email cover letter, resume, and a 3-5 page policy position writing sample to [apply@nationalcapacd.org](mailto:apply@nationalcapacd.org), with Director of Policy as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

09/07/2021