**Job Description**

**Job Title:** Director of Public Policy and Advocacy **Date:** November 2014

**Department:**  Public Policy and Advocacy **Prepared by:** Aimee Wehmeier

**Reports to:** Executive Director **Approved by:** Aimee Wehmeier

**FLSA Status:** Exempt

**Basic Function**

The Director of Public Policy and Advocacy is a member of the leadership team responsible for directing and guiding Paraquad’s policy and advocacy agenda.

**Responsibilities**

Program Development, Planning and Evaluation

* Maintain ultimate responsibility for developing, implementing and evaluating Paraquad’s policy and advocacy strategies.
* Manage department budgets, grants and expenditures.
* Coordinate with the public policy staff to provide expert testimony and advocate for local, state and federal governments to enact disability rights policies as needed.

Staff Management and Training

* Provide strategic leadership and organizational management of the public policy and advocacy department to achieve annual goals through effective planning, communication and implementation.
* Hire, develop and retain staff of the highest quality.
* Establish fair, consistent and efficient procedures for goal setting and staff evaluation.
* Develop clear staff accountabilities based on the Independent Living philosophy and Paraquad’s mission.

Community Collaboration and Outreach

* Serve as a spokesperson for Paraquad’s policy and advocacy agenda with the general public, the media, policy funders and the disability community.
* Build support among allies and community partners for Paraquad’s policy and advocacy priorities.
* Educate the public and create awareness of disability rights, policy and advocacy issues through public presentations and the media.
* Serve as Paraquad’s representative on state boards and committees.

Miscellaneous

* Serve on the Board policy committee and attend committee and full Board meetings.
	+ Complete special projects as needed or assigned.
	+ Protect participant’s rights to privacy and confidentiality in all forms of communication.
	+ Attend and participate in all required trainings and meetings.

**Skills Required**

Knowledge of Independent Living Philosophy Knowledge of disability-related laws

Knowledge of lobbying Policy research, analysis and evaluation

Grassroots organizing and coalition-building Clear and persuasive communication

Self-starting work ethic Willingness to travel

Ability to build and lead a team Personal experience with a disability preferred

**Education and Training**

* Master’s Degree preferred

-AND-

* 10 years of disability rights policy and advocacy experience.

-OR-

* Bachelor’s Degree with equivalent related experience.

**EMPLOYEE CERTIFICATION**

I have read and understand the requirements of the job for which I have applied. I can meet these requirements with or without reasonable accommodations. If needed, reasonable accommodations will be provided.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_