



**Job Title: National Policy Director**

**Reports To: Chief Executive Officer**

**FLSA Status:** Full-Time Exempt

**Location:** Los Angeles, CA or Remote Location

**General Summary:**

The National Policy Director is responsible for the strategic oversight, coordination and management of Represent Justice’s policy efforts nationwide. The National Policy Director will be a key part of the Represent Justice Senior Leadership Team, providing oversight and advisement for the evolving landscape of criminal justice reform policy priorities to ensure broader alignment with narrative change and storytelling programmatic activities.

**Essential Duties & Responsibilities:** (Other duties may be assigned at the discretion of the Supervisor)

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Facilitates policy strategy session(s) as needed to obtain input from key Represent Justice leadership and community partners in order to develop, set and implement policy/advocacy strategy.
- Set and evolve policy goals and priorities, communicating those goals to the Represent Justice team and external stakeholders as needed.
- Identify and engage partners in policy and advocacy efforts; develop and maintain new policy-based partnerships with local, state, and national organizations as the opportunity arises, representing and promoting the work of Represent Justice.
- Identify and set state-based policy and advocacy priorities in key states, and at the national level; ensure alignment with broader Represent Justice narrative change efforts and other programmatic activities.
- Develop new and creative strategies and approaches to both engage with the work of Represent Justice and inform the development of policy platforms to advance community-based solutions to criminal justice reform issues.
- Acts as a public spokesperson for Represent Justice on criminal justice, racial and social justice issues, participating in public education activities to articulate Represent Justice’s views on a broad range of racial and social justice issues to the public and various stakeholder constituencies.
- Advise Senior Leadership Team on alignment with identified “tipping points” of State and Federal legislation.
- Provide feedback and direction on potential policy and advocacy-based virtual and in-person activities; supervise and support policy team consultants, local partners, and other staff as needed in coordination of those activities including but not limited to:

- o Governor and legislator film screenings;
  - o Policy roundtables and legislative convenings;
  - o Grasstops engagement activities in prison facilities; and
  - o Provide day of activation support and ensure event briefings are created for each virtual and in-person activation as needed.
- Track and report Represent Justice policy progress; create and maintain trackers, lists, or other tools used by Represent Justice in order to ensure Senior Leadership has up-to-date policy information at all times.
  - Participate and lead in policy-focused weekly calls and meetings as needed and provide weekly reports to Senior Leadership policy activations, partner mobilization activities, and the status of legislative priorities.
  - Participate in special policy and advocacy projects, task forces, and committees as requested by the CEO.

**Supervisory Responsibilities:**

This position may supervise employees, vendors, and consultants, as necessary.

**Qualifications & Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully the National Policy Director should have:

- A J.D. is preferred, with a minimum eight to ten years of experience, preferably in a nonprofit environment.
- System-impacted individual is highly preferred.
- Ideal candidate will have significant criminal justice reform campaign experience either through personal connection and history or through work experience, with people harmed by structural racial and criminal justice reform discrimination.
- Strong track record in leadership and driving a vision within a complex and multifaceted program.
- Successful candidates will have personal experience in organizing and coalition building, as well as a track record of strategic development in long-term policy plans.
- An ability to develop and implement multi-faceted campaigns that include litigation, public education, advocacy and media outreach.
- Passion for, and knowledge of, criminal justice reform, racial and social justice, and a familiarity with the work and mission of Represent Justice.
- Ability to work effectively with diverse coalitions and community groups, particularly of color, and to work across political ideology, race, ethnicity, socioeconomic circumstances, religion, gender, and sexual orientation.
- Exceptional interpersonal, verbal, and written communication skills.
- Excellent research and writing skills with superior attention to detail.
- Ability to work effectively in a collaborative context, both internally and externally.

- Ability to interface effectively with Represent Justice partners, stakeholders and senior staff members.
- Ability to handle multiple, complex activities simultaneously in a fast-paced environment.
- Demonstrated knowledge of Excel and Word.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and attend to follow-through.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.