



## VACANCY ANNOUNCEMENT

**How to Apply:** A 4-part application is required. Submit a resume, cover letter, three references, and a one-page essay explaining the relationship between public policy development and advocacy. Send the application packet in PDF format as an attachment to [info@calcapa.org](mailto:info@calcapa.org) by October 30, 2020.

CalCAPA is an Equal Opportunity Employer

### CalCAPA JOB DESCRIPTION

<b>TITLE:</b>	Deputy Director for Policy and Administration
<b>REPORTS TO:</b>	Executive Director
<b>CLASSIFICATION:</b>	FLS Exempt
<b>STATUS/SCHEDULE:</b>	F/T- Monday through Friday, Core Office Hours: 9 a.m. to 5 p.m.
<b>SALARY RANGE:</b>	\$80,000 - \$95,000

### CalCAPA OVERVIEW

The California Community Action Partnership Inc. (CalCAPA) is a membership anti-poverty, policy, and advocacy 501-c3 nonprofit organization. Members of the Association are approximately 60 local private and public Community Action Agencies in California. Principle network members are designated recipients of the federal Community Services Block Grant, which supports each organization's core anti-poverty mission. The Association strives to build collaboration and key partnerships with other organizations that share the anti-poverty role and mission and has membership and has affiliate and associate membership categories.

### POSITION OVERVIEW

The Deputy Director for Policy and Administration works under the supervision of the Executive Director to lead the development, execution, and evaluation of CalCAPA's policy work, both analysis and advocacy, and works closely with member agencies in numerous strategic collaborations to influence community awareness, public policy and budget outcomes to positively impact the Community Action organizations and vulnerable populations they serve. This position is responsible to collaborate and serve as a liaison with external partners to ensure priority positions and targeted local, state, and national advocacy outcomes are effectively achieved.

The Deputy Director provides administrative support and coordination for the Executive Director. In this role, the Deputy Director works closely with the Executive Director in development of the strategic plan and reviews reports of CalCAPA component or department heads to ensure products, progress and outcomes are consistent with the strategic plan and agreements with agency investors. The Deputy Director for Policy and Administration collaborates and coordinates with other CalCAPA staff responsible for the provision of Training and for Communications and Information to member organizations staffs

and Boards.

This role works closely with the Executive Director to ensure the strategic focus of CalCAPA addresses the needs and priorities of California's Community Action Agencies and their most vulnerable communities.

## **Tasks**

### **Managing CalCAPA's Research Agenda**

- Conducting research and analysis of existing and emerging program and policy areas on the federal, state, and local levels related to low-income families.
- Overseeing research and evaluation methods used by CalCAPA and overseeing the agency's research projects, policy briefs, memos, and full-length reports as required by grants/funders.
- Developing policy recommendations for reports and CalCAPA's public policy agenda based on national best practices and models. This may include identifying and sharing information on model demonstration anti-poverty and economic opportunity projects operated by nonprofits or industries or model legislation or rule change language.
- In conjunction with the CalCAPA Executive Director, assess how well CalCAPA activities and products support or aid in achieving the policy and advocacy goals adopted by the Board of Directors.

## **ESSENTIAL FUNCTIONS**

- Advise and support the CalCAPA Executive Director and the Board of Directors in the development of an annual anti-poverty strategy for the network that strives for appropriate public policy that have a positive impact on the lives of low income Californians and that considers and advances their rights to economic opportunity and human dignity.
- Define objectives and processes and act as the lead staff member to coordinate the implementation of the approved strategy.
- With input from CalCAPA's Education, Legislation and Advocacy Committee, influence and partner with senior leaders of the California Community Action network, other significant anti-poverty focused organizations and institutions in California, such as other anti-poverty related service provider networks, advocacy groups, research and policy centers related to institutes of higher learning, philanthropy and foundations with allied interests, governmental and legislative, and collaborate with appropriate regional or national partners on campaigns that involve the Community Action network
- Build partnerships with other anti-poverty service networks, academic poverty research groups, independent policy organizations in California, i.e. UC Davis Center for Poverty Research, Stanford Poverty and Inequality, Institute for Research on Labor and Employment, or state policy research) in order to have impact and build recognition of CalCAPA as a significant anti-poverty advocate and a respected and sought voice on poverty issues.
- Develop internal capacity to conduct independent research and policy analysis. Measure the effectiveness of policy work/initiatives; define and lead change to meet objectives
- Remain informed and responsive in strategy and communication to policy developments that impact the sector and present opportunities for CalCAPA to take a leadership position. Make presentations to funders, law makers, policymakers, and service providers.
- Creating and maintaining strong media relationships including formulating a media strategy, authoring press releases, and following up with specific reporters to publicize CalCAPA's research and public policy agenda/recommendations.
- Maintain relationships and attending relevant conferences and meetings to maintain relationships with national and state partners, government officials, and funders.

- Prepare testimony and testify at hearings of the California Assembly and state government on issues related to CalCAPA's policy agenda.
- Develop strong relationships with CAAs, impacted Communities, and our partners.
- Serve as ambassador of CalCAPA's mission and policy and advocacy priorities; develop and maintain relationships across constituents (faith-based, Board of Directors, staff, legislative, etc.)

### **REQUIRED QUALIFICATION**

- Degree in political science, public administration, economics, law, social work or related field. Preferred degree would be at master's level or higher.
- At least 5 years of relevant and progressive experience in nonprofit or public sector
- Understanding of community organizing theory, governmental legislative and budget processes
  - Project management skills with demonstrable experience managing and coordinating research projects, policy analysis, and high-impact advocacy campaigns.
- Commitment to social justice and policy advocacy and research, with an understanding of the needs of low-income individuals and families and an overview understanding of the types of services and resources available in California for the communities that CalCAPA member agencies serve.
- Skilled relationship manager to secure partnerships with internal and external stakeholders in undertaking common goals to build campaigns and coalitions to impact advocacy at the local, state and national levels
- Strategic, tactful, self-aware, and authentic leader able to influence at the functional and organizational levels
- Entrepreneurial, flexible, creative, energetic, hard-working and unafraid of challenges

### **SUPERVISORY RESPONSIBILITY**

No current direct reports but assists Executive Director with oversight when Executive Director is in the field.

### **AN EQUAL OPPORTUNITY EMPLOYER**