

POSITION DESCRIPTION

Position Title: Director of Public Policy

Full-time, Exempt

Reports to: President and CEO

Job Location: Washington, DC

Background:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at girlsinc.org.

Summary:

The Director of Public Policy will lead the expansion of Girls Inc.'s advocacy work in order to advance the rights and opportunities of girls and young women. The Director of Public Policy reports to the President and CEO and leads the Public Policy team based in Washington, DC. The team does federal legislative and administrative advocacy, mobilizes the Girls Inc. network in support of our federal priorities, and prepares local Girls Inc. affiliates to advocate at the state and local level with and on behalf of girls.

Responsibilities:

- Advance issues identified in the Girls Inc. Policy & Advocacy Platform through federal legislative and administrative policy advocacy; advocate for policies, practices, and programs that promote girls' education, health, and independence.
- Engage Girls Inc. affiliates in support of federal work when there are opportunities for visibility or when their voices are needed.
- Work in coalition with allied organizations as appropriate.
- Build strategic relationships in Washington that help advance Girls Inc. priorities.
- Seek opportunities for visibility on public policy issues affecting girls, including Congressional hearings, briefings, and conferences; prepare CEO, girls, and others for such appearances.
- Build the Girls Inc. brand in Washington DC; establish Girls Inc. as an expert on girls and a conduit for the voices of girls on key issues affecting them.
- Support and expand Girls Inc. affiliate engagement in advocacy at the state and local levels, preferably girl-led advocacy.
- Oversee the activity of the Teen Advocacy Council, which includes 10-12 high school student representatives from affiliates across the network.
- Update Girls Inc. Policy & Advocacy Platform as necessary, including identifying new issues and preparing materials for National Board and Council action.
- Manage small D.C. office and Public Policy team budget.
- Coordinate activities with managers and staff on other teams across the organization.

- Consult with and inform the CEO, National Board, Management Team, and affiliates on public policy issues as necessary.
- Undertake other organizational tasks as requested by the CEO.

Supervisory Responsibilities:

Two full-time employees located in the Washington, DC office, and one part-time (30 hours/week) Mental Health Policy Fellow who works remotely.

Qualifications: Girls Inc. seeks a hard working, enthusiastic, and flexible leader with a passion for the rights and advancement of girls and young women. Other qualifications include:

- Bachelor's degree
- At least eight years of experience working in public policy or governmental relations positions, preferably in Washington
- Experience influencing policy through legislative and executive branch advocacy
- Experience working in coalitions with other organizations
- Knowledge of policy issues that affect women, girls/youth, and those with other marginalized identities
- Commitment to Girls Inc. mission and goals, including advancing gender, racial, and economic justice
- Excellent writing, communication, and public speaking skills
- Ability to collaborate, to build and lead teams, and to inspire others' performance
- Independent self-starter
- Strong attention to detail
- Ability to work under pressure and to produce consistent, quality work in a fast-paced environment
- Ability to appreciate, embrace, and advance diversity; experience working with diverse and multicultural populations

Applicants also must possess a commitment to honor and support **Girls Inc. Values**, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for impact.

Compensation:

The position carries a full benefits package including PTO, health care subsidy, and a 401K contribution. Salary will be commensurate with experience, with a minimum salary of \$130,000.

How to Apply:

Send a **cover letter and résumé** to DOPP@girlsinc.org. No phone calls, please. Applications will be considered as they are received and will be accepted until the position is filled.

Girls Inc. is an Equal Opportunity Employer.