



POLICY & ADVOCACY DIRECTOR

NAPABA is seeking a passionate and skilled advocate to further NAPABA's standing as a credible, compelling, and respected voice for the Asian Pacific American legal community and beyond. The ideal candidate should have a demonstrated commitment to the Asian Pacific American community and be a fervent proponent of achieving meaningful representation and influence of Asian Pacific American attorneys in every facet and at every level of the legal profession and beyond. The ideal candidate will be a visionary leader with substantial public policy or legislative experience, a deep understanding of civil rights, and experience in working with local, state, and national partner organizations and community allies.

SUMMARY OF FUNCTIONS

The Policy & Advocacy Director will lead NAPABA's advocacy, policy, and other strategic initiatives to promote the advancement of Asian Pacific Americans to positions of leadership and influence in the legal profession and advance public policy issues important to the Asian Pacific American community. Responsibilities include policy analysis, strategic counsel, program management, research and writing, and the maintenance and strengthening of external relationships with local and national bar associations, community allies, coalition partners, and legislators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Engage, develop, and execute a policy and advocacy agenda and programs (i.e. census, voter registration and protection, hate crimes, etc.) that supports the organization's strategic goals.
- Support the Judicial and Executive Nominations Committee in their efforts to enhance the pipeline of nominees for the federal bench and promote the advancement of Asian Pacific American lawyers to positions of leadership and influence in the federal government.
- Write and edit letters, press releases, action alerts, congressional testimony, briefing memos, op-ed pieces, blog posts, and other materials necessary to advance NAPABA's legislative and policy priorities.
- Represent NAPABA at meetings with congressional staffers, advocacy groups, coalition partners, and other stakeholders.
- Cultivate relationships with elected and appointed officials, policy makers, and government leaders.
- Direct and manage NAPABA's participation as *amicus curiae* in legal cases involving important legal issues and issues of concern to the Asian Pacific American community.
- Provide strategic advice to the Executive Director and the Board.

- Administer the development and adoption of new resolutions proposed by the membership to the Board.
- Research and analyze issues related to diversity and inclusion in the legal profession.
- Provide rapid responses to developing issues.
- Work with NAPABA committees and local affiliated bar associations to deepen engagement and involvement in substantive issue areas.
- Plan and execute NAPABA Lobby Day, which involves issue-specific training and Hill visits for members from around the country.
- Provide expertise and advice related to the substantive content of Convention panels, workshops, and presentations.
- Serve as NAPABA's intern coordinator and administer the NAPABA internship program for undergraduates and law students.
- Coordinate affiliated internship and fellowship programs.

QUALIFICATIONS

- JD preferred
- 5-10 years of legislative, policy, advocacy, or other relevant experience required.
- Experience working on issues affecting the Asian Pacific American community strongly preferred.
- Exceptional writing, editing, and research skills.
- Excellent interpersonal and communications skills.
- Excellent analytical and problem solving skills.
- Excellent public speaking and presentation skills.
- Ability to think critically and strategically and provide leadership in advancement of NAPABA's policy positions.
- Excellent member-oriented ethic and ability to interact positively and effectively with a variety of audiences (including internal and external stakeholders) using written, verbal, and nonverbal communications.
- Ability to work accurately and efficiently under pressure and with multiple deadlines.
- Strict attention to detail.
- Capacity to adapt to new issues as they emerge.
- Ability to use good judgment and work independently in a multi-task position.
- Solid time management and organizational skills.
- Ability to interact effectively with staff, membership, the public, the board of directors, and volunteers.

PHYSICAL REQUIREMENTS

- Must be physically present on-site and available throughout the Convention and other NAPABA events.
- Travel is estimated at two to three weeks in a 12-month period.

SALARY

\$80,000 - \$99,000 commensurate with experience

BENEFITS

Generous benefits package includes: employer matched 401(k) plan, health, dental, and vision insurance; cellphone reimbursement, paid time off, flexible work schedule to include telework, observance of all federal holidays.

TO APPLY

- Applications will be reviewed on a rolling basis. The deadline to apply is Monday, August 17.
- Writing Exercise: Please submit a one-page organizational statement on a current issue of importance to the Asian Pacific American community using one of NAPABA's [policy resolutions](#) as a foundation for NAPABA's position in communicating our stance to membership.
- Please submit your resume, cover letter, three references, and writing exercise (see above) in a **singular** PDF to Robin Glenn at rglenn@napaba.org.

About NAPABA

The National Asian Pacific American Bar Association (NAPABA) represents the interests of 50,000 legal professionals and nearly 90 national, state, and local Asian Pacific American bar associations. NAPABA is a leader in addressing civil rights issues confronting Asian Pacific American communities. Through its national network, NAPABA provides a strong voice for increased diversity of the federal and state judiciaries, advocates for equal opportunity in the workplace, works to eliminate hate crimes and anti-immigrant sentiment, and promotes the professional development of people of color in the legal profession.