

Posted: December 20, 2018

Position #: 1436

ANNOUNCEMENT OF POSITION VACANCY

National Association of Social Workers

750 First Street, NE | Suite 800 | Washington, DC 20002

Title: Director, Public Policy

Position Status: Full-Time

Unit: Programs

Issue Date: December 2018

Division: Programs

Supersedes: N/A

Reports To: Deputy Director, Programs

Pay Level: 11S

FLSA Status: Exempt

I. MAJOR FUNCTION:

The Director Public Policy (DPP) is responsible for leading the Association's public policy, political and legislative affairs agenda, overseeing field organizing, working at both the national level and with NASW Chapters, political candidates' fundraising and endorsement efforts, as well as developing and advancing the Association's strategic goals and objectives related to influencing the legislative and executive branches of government. The DPP collaborates with staff, colleagues and other related stakeholders to ensure that work is developed and executed with specific goals and target audiences in mind.

The DPP serves as a policy expert for planning, developing, identifying, organizing and integrating the Association's policy agenda, goals and objectives.

The DPP provides oversight of the design, development and implementation of the NASW Social Work Policy Institute, a think tank that brokers thought leadership, and guides the social work profession in enhancing connections between research, policy and practice through the convening of experts, development of policy briefs and briefings, and hosting of face-to-face and virtual symposia.

The DPP is also responsible for the management, development and evaluation of assigned staff.

II. BASIC DUTIES & RESPONSIBILITIES:

1. Directs the development and execution of unit objectives, relevant legal and regulatory compliance particularly relating to FEC laws, legislative developments, program plans, budget development, and activities in the areas of government relations, political action, campaign fundraising activities, and field organizing.
2. Directs the operations of the Association's Social Work Policy Institute (SWPI). Provides leadership in the development of the SWPI's mission, goals, and objectives for the expansion of policy, or its links to practice, research, and education. Designs, implements, and maintains resources that will inform and advance SWPI's mission and effectiveness.

3. Serves as a policy expert for decisions related to planning, developing, identifying, organizing and integrating matters related to the Association's policy agenda, and collaborates with chapters, staff, members, and other related stakeholders regarding the analysis of public policy goals and objectives.
4. Analyzes and evaluates changes in legislative and regulatory requirements and recommends strategy to address findings.
5. Serves as a key liaison in the Association's lobbying and advocacy activities.
6. Coordinates, plans, and conducts broad policy reviews and studies of national significance and provides policy advice and options to NASW Leadership.
7. Provides leadership in the preparation of legislative proposals, related research, as well as meeting legislative goals.
8. Represents the Association at key legislative meetings and programs, including the development of relationships in Congress, with the executive branch and in the development of collaborations and coalitions with other organizations and advocacy entities.
9. Identifies, defines, and proposes policy studies that serves to define major issues and leads to new or revised policies and/or proposals.
10. Reviews and controls unit expenses.
11. Manages the Association's federal PAC, including the staffing of the Board's PACE Committee and management of all PACE activities, including financial and FEC reporting. Oversees management of PACE receipts, expenditures and reporting.
12. Assists with the preparation and management of the division's and unit's annual budget.
13. Works with staff to define objectives, assignments, priorities, outcomes, measures, performance expectations, resource requirements, and monitors accordingly. Conducts annual performance reviews for assigned staff; recommends personnel actions if/when applicable.
14. Serves as the managerial liaison with volunteer leadership committees related to the unit.

III. MINIMUM WORK REQUIREMENTS:

Knowledge:

1. Master's degree from an accredited College or University in Social Work required.
2. Knowledge of federal/state legislative electoral process, candidate's fundraising regulatory requirements, FEC reporting and requirements.
3. Knowledge of social work issues, social policy and health/mental health issues preferred.
4. Demonstrated knowledge of the legislative and political environment impacting Social Work policy.

Skills:

1. Ability to lead, collaborate and manage in an environment with competing interests and requirements.
2. Excellent verbal and written communication skills with the ability to read, analyze and succinctly communicate complex public policies in a timely manner to a wide variety of audiences.
3. Ability to analyze and evaluate progress of key organization goals, develop and implement recommendations.
4. Ability to plan, organize, establish and maintain cooperative business relationships, build credibility and trust throughout the Association.

5. Ability to problem solve, exercise sound judgment and make decisions based on accurate and timely analyses.

Experience:

1. Ten years of progressively responsible experience in public policy development and government relations.
2. Track record of successful development and implementation of public policy goals and effective advocacy.
3. Five to ten years' experience directing and/or managing professional staff.
4. Experience working in a union environment (preferred).
5. Prior experience field organizing and working with complex multiple entities such as 501(c)(3), 501(c)(6) and Political Action Committee (PAC) (preferred).
6. Prior experience working in a professional association with multiple state chapters (preferred).

IV. ATTRIBUTES

1. **Results driven:** He/she sees the big picture, develops and monitors key performance metrics, and takes appropriate risks so as to produce the desired results. He/she is not content with simply maintaining the status quo.
2. **Strong business acumen:** He/she sees opportunities and emerging trends, and is knowledgeable about the operations, unique needs, and goals specific to member-driven, not-for-profit organizations. He/she sets priorities wisely and knows how to make tough resource allocation decisions, always finding a way to forward strategic initiatives. With strong common sense and good business judgment, this individual knows how to translate strategy into action and enjoys solving tactical and process problems to meet strategic goals.
3. **Firm, fair and inclusive leadership:** He/she will work with a wide range of staff, colleagues, and members, requiring a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
4. **Partnership:** This individual is able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
5. **Organizational agility:** He/she has a thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making; able to effectively manage conflict and change within an organization.
6. **Perceptive:** He/she is creative and intuitively recognizes opportunities and takes appropriate action.

Please submit your cover letter and resume to the Office of Human Resources at hr@socialworkers.org. Include position announcement number 1436.

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