

National Black Justice Coalition (NBJC) Policy Manager | Full Job Description

Summary of Responsibilities

The Policy Manager is responsible for advancing the organization's policy priorities and supporting its advocacy agenda. This leader will have demonstrated success with researching, writing, and advancing policy solutions that facilitate Black LGBTQ+/SGL people, families, and communities thriving. The leader in this role will ensure that NBJC remains a national leader on federal advocacy issues consistent with NBJC's priorities, including grassroots lobbying and communications leadership. The Policy Manager is politically savvy with demonstrated ability to propose and advance policy solutions benefiting Black LGBTQ+ people, communities, and families.

The Policy Manager represents the interest of NBJC in policy conversations with staff and decision makers from the White House and other executive branch departments and agencies, Congress, the U.S. Supreme Court and other courts, and federal policy partners. This is a full-time position with benefits. The Policy Manager reports to the Deputy Executive Director and works collaboratively with members of the staff, consultants, and interns as necessary and appropriate. This role is responsible for both internal and external facing leadership that includes the following:

- Lead the coordination and advancement of NBJC's policy priorities and advocacy agenda, which includes: Identifying, securing, preparing, and managing rapid response around opportunities for NBJC to influence legislation and policy activity, including by commenting on proposed legislation and rules; drafting and submitting statements, testimony, and letters for the record; curating congressional briefings; preparing advocacy materials (fact sheets, talking points, written policy briefs, infographics, etc); and organizing and conducting meetings with relevant staff and stakeholders.
- Provide relevant leadership, technical assistance/support to coalition partners, stakeholders, and local leaders advocating on behalf of Black LGBTQ+/SGL people in ways that advance NBJC's policy priorities and advocacy agenda.
- Build and/or participate in coalitions, campaigns, partnerships, and task forces working to advance racial equity and LGBTQ+ equality, political participation of Black LGBTQ+/SGL people, introduce affirming and/or to oppose laws and policies that will undermine reform and transformations for Black LGBTQ+/SGL people, families, and communities.
- Provide, curate, and/or coordinate policy briefing and related assets and events to engage Black LGBTQ+SGL leaders in advocating for the organization's policy priorities and advocacy agenda.
- Manage, develop, disseminate, and track policy related relationships, correspondence, and NBJC generated resources and recommendations.
- Manage and further develop NBJC signature policy campaigns including Partnering and Communicating Together to address HIV/AIDS (PACT/Words Matter) as well as NBJC's mental health and well-being advocacy campaigns.

- Support NBJC's traditional and digital communications work and messaging efforts related to our policy priorities and advocacy agenda.
- Manage and support the relevant work of consultants, policy interns and other members of the team, as appropriate.
- Other duties as assigned.

Qualifications and Expectations

The Policy Manager should have:

- At least 3-5 years of experience with federal public policy making and policy analysis.
- Experience drafting legal/advocacy documents such as briefs and model legislation preferred.
- Full comprehension of the influences of regulatory policy and government agencies.
- Outstanding research and writing skills.
- A proven ability to work as a member of a team and promote consensus among members of a group even when you disagree with the consensus decision or strategy.
- Knowledge of the socio-political landscape, including opportunities and threats facing Black LGBTQ+/SGL people, communities, and organizations.
- Comfort and experience with engaging, listening to, responding to, supporting, and providing wisdom to Black LGBTQ+/SGL leaders from across the country.
- Superior organizational and project management skills (including excellent time and task management and reliability/follow-through).
- Highly skilled, fast, and accurate writing and copy-editing skills.
- Excellent verbal communication and interpersonal skills.
- High facility with a variety of digital tools, including G-Suite, Microsoft Office Suite (esp. Word, Excel and PowerPoint), project management software (i.e., Asana, Smartsheet, Basecamp), and social media platforms (Twitter, Instagram, Facebook, TikTok, LinkedIn, etc.).
- The ability to work in a fast-paced environment and manage multiple projects simultaneously.
- A high degree of professional ethics and integrity.
- Sound judgment and ability to analyze situations and information.

Salary Range: \$70,000 to \$85,000 based on experience

TO APPLY Send resume and cover letter to: vkirbyyork@nbjc.org

Please write: Policy Manager in the email subject line

No phone calls.