



115 E 106th St #3, New York, NY 10029 | [cvhaction.org](http://cvhaction.org) | [@cvhaction](https://twitter.com/cvhaction)

## POLICY DIRECTOR

### Organization Overview

Community Voices Heard (CVH) is a member-led, multi-racial organization principally composed of women of color and low-income families in New York State. Founded in 1994 by welfare recipients in New York City working to fight unjust welfare policies, CVH tackles tough issues and builds power to secure racial, social and economic justice for all New Yorkers.

Through grassroots organizing, leadership development, policy changes, and creating new models of direct democracy CVH is creating a truly equitable New York State. CVH's core organizing issues include: housing justice, equitable development, economic justice, and a participatory and open democracy.

CVH is working to build a society in which the systems that govern foster racial, social and economic justice not exploitation – particularly for low-income people of color. CVH seeks a society in which all people – regardless of their race, ethnicity, religion, age, gender expression, sexual identity, citizen status, primary language, and ability – are treated with mutual respect and where privileges of one group do not exist.

For more information, go to [cvhaction.org](http://cvhaction.org).

### Position Overview

Community Voices Heard is seeking a Policy Director to support CVH's organizing, campaigns, and electoral work. The Policy Director is part of the senior leadership team and reports to the Executive Director. The Policy Director plays a key role in the organization by developing the issues identified by our members into campaigns through research, legislative analysis, and strategy development. The Policy Director also aligns CVH's participation in coalitions and campaigns with organizational goals and strategic plans.

### Key Responsibilities

- Monitor and analyze policy issues around a portfolio of housing, economic, and racial justice issues at the municipal, state, and national level

- Assist in developing CVH's member-driven legislative agenda, as well as maintain timely knowledge of trends, related developments, and media/popular narratives
- Represent CVH in coalitions and other policy conversations, and work with organizing, communications, and political staff to ensure that commitments to coalition work align with organizational strategy and capacity
- Research issues raised by our member base, including policy analysis and legislative research
- Perform strategic research on building ownership and campaign targets
- Prepare legislative memorandums of support and organizational testimony, in addition to assisting with developing testimony of members
- Develop talking points and messaging for legislative advocacy and organizational communications
- Work with senior leadership team to develop campaign strategy

### **Candidates should bring**

- 5+ years of employment in a role involving policy analysis, research, campaign coordination, or legislative advocacy
- Excellent research skills, including the ability to absorb large amounts of information and distill it to a digestible form
- Highly-developed written and verbal communications skills
- The capacity to work independently and collaboratively as part of a team
- Excellent judgment about which decisions can be made independently and which need input from co-workers
- Interpersonal savvy and organizational agility, including the ability to influence up, down, and across
- The ability to build external relationships and manage internal and external demands
- Experience working on a legislative or budget campaign
- Advanced proficiency in Google Workplace tools and Zoom, and a high comfort level with new technology and software
- Ability to effectively manage multiple projects, deadlines, information streams, and departments
- Demonstrated experience at effective problem-solving
- Commitment to racial equity and social justice. Successful candidates will recognize the role of race, income, age, gender, immigration status, and other identities in equity disparities. They will recognize how their own identities impact their work; they will welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other types of diversity.

**Compensation**

Salary range is \$90,000-\$100,000, commensurate with experience. Benefits include: vacation days, personal days, holidays, medical/dental/vision healthcare coverage, and 403(b) plan.

**To apply**

To apply, submit a cover letter and resume with the title "Policy Director" to **jobs@cvhaction.org**.

As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply. Resumes will be accepted until the position is filled.