



Washington State Community Action Partnership

Policy & Communications Director

Position Summary

The Washington State Community Action Partnership (WSCAP) is the state association of Washington State's 30 Community Action Agencies. We are standing in our roots in the War on Poverty as we focus on breaking down the structural barriers holding people and communities back from realizing their potential. Community Action works to stabilize and equip families and individuals to exit poverty. Collectively, CAAs impact over hundreds of thousands of low-income Washingtonians every year in all 39 counties through a variety of community-based services.

WSCAP's new Executive Director is hiring for a Policy and Communications Director who will be a close partner in aligning our efforts in advocacy, research and communications with WSCAP's five-year Strategic Plan and a focus on Equity, Diversity, and Inclusion.

The Policy and Communications Director will work with the Executive Director on a comprehensive approach to WSCAP's engagement strategies, both internal to the network and externally to the broader community and public. They will serve as a leader in advocacy efforts relating to poverty issues in Washington State and participate in regional, state and federal initiatives to advance the well-being of low-income Washingtonians and those residing in the Pacific Northwest.

The Policy and Communications Director will collaborate with the Executive Director and the Finance and Operations Director, to grow general awareness of our network. They will seek out and maintain strong relationships with local, regional and statewide organizations similarly advocating for people living on the brink. The Policy and Communications Director plays a lead role in the development and monitoring of WSCAP's state legislative agenda in coordination with a contract lobbyist, staffs our Legislative Committee, and will oversee the revamping of WSCAP's internal and external communications.

The ideal candidate is a forward-looking, strategic thinker with knowledge in advocacy, research and/or communications, and the ability to make the case for equitable and accessible solutions to poverty.

Washington State Community Action Agencies

- Benton Franklin Community Action Committee
- Blue Mountain Action Council
- Byrd Barr Place
- Chelan-Douglas Community Action Council
- Clark County Dept. of Community Services
- Coastal Community Action Program
- Community Action Center
- CAC of Lewis, Mason & Thurston Counties
- Community Action Partnership County
- El Centro de la Raza
- Hopelink
- HopeSource
- Kitsap Community Resources
- Lower Columbia CAP
- Metropolitan Development Council (MDC)
- Multi-Service Center
- Neighborhood House
- Northwest Community Action Center
- OIC of Washington
- Okanogan County Community Action Council
- Olympic Community Action Programs
- Opportunity Council
- Pierce County Human Services
- Rural Resources Community Action
- Seattle Conservation Corps
- Snohomish County Human Services Dept.
- Solid Ground
- SNAP
- Washington-Gorge Action Program

Essential Duties and Responsibilities

- Ensures WSCAP has a coherent and aligned set of advocacy, research and communications activities that promote WSCAP's mission and vision
- Develops a comprehensive advocacy strategy, and represents WSCAP, in regional and statewide efforts to advance policies to support people living in poverty
- Staffs and equips WSCAP's Legislative Committee with the tools to engage the network on our state and federal legislative and advocacy goals, and offers technical assistance on local matters where needed
- Develops and oversees WSCAP's engagement strategies, especially our capacity to engage Community Action clients and boards
- Designs and implements a comprehensive communications plan that supports WSCAP's strategic plan and outlines external and internal communications goals
- Directs the development of timely and persuasive information describing statewide trends in Washington, in collaboration with partners
- Ensures timely communication of overall impact of programs and activities funded and engaged in by WSCAP
- Participates as a key staff leader in developing and reporting progress on WSCAP's strategic plan; plans periodic events, publications, and updates relating to advocacy and policy development
- Develops partnerships to identify and promote key indicators in WSCAP's Theory of Change
- Directs further development of communications components including WSCAP's website, meeting presentations and reports, fact sheets, social media, newsletters, and others

Mandatory Qualifications

- A desire to work in community with a small team of people dedicated to bettering the lives of people throughout Washington State, traveling up to 30% of the time.
- A willingness to regularly engage in conversations about racial inequity and other systemic barriers to poverty reduction.
- A drive to make sure Washington State's Community Action Agencies have what they need to win the War on Poverty in their communities and build the relationships across sectors that will change our communities for the better.

Further consideration will be provided to candidates who demonstrate:

- Any experience working in a policymaking environment, such as in a legislative or executive branch of government
- Any experience as an advocate for and with underrepresented and marginalized communities, including through self-advocacy, collaborative efforts, social marketing, direct access to decision-makers, and through other means.
- Ability to use data and stories to inform decision-making and persuade opinion.

- Knowledge of trends, policies and other issues relating to poverty and the impacts of racism, sexism, and other systemic inequities.
- Ability to identify and employ useful tools and techniques to plan and organize work and use resources effectively.
- Writing and presentation skills demonstrating ability to tailor communications for particular audiences
- Proficient use of Microsoft Office applications
- Experience growing social media engagement for an organization, business, or government
- Experience working in or with a funding agency, understanding of RFP and allocation processes, including contracting and grant monitoring.
- Experience working with governing bodies, including boards of directors, advisory boards, commissions.
- Knowledge of Washington State.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Salary and Benefits

Starting salary range is \$60,000-70,000. WSCAP also offers:

- 5 days of Administrative Leave for any purpose
- 11 holidays (Washington State Holiday calendar, plus Christmas Eve)
- 12 days each of personal and sick leave (accrued annually over each pay period)
- Employer contribution to SEP-IRA
- Tax-free monthly reimbursement for insurance premiums and qualifying out-of-pocket expenses

How to Apply

Please submit your resume and a letter of introduction that summarizes your interest and qualifications for this position. This position is open until filled. Priority will be given to applications received prior to Monday, December 16.

Electronic submissions should include ***Policy and Communications Director*** in the subject line and be sent to: jobs@wapartnership.org