

Position Title: Advocacy Director

Reports To: Executive Director

Duration: Regular Position

Hours: 1.0 Full Time Equivalent (30-40 hours per week)

Compensation: \$55,000 to \$65,000, plus benefits: 90% employer-paid medical, dental, vision and naturopathic health insurance, 401K plan with employer contribution, transit subsidy, data plan credit, paid professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and flexible family-friendly schedule.

Organization Description:

APANO (The Asian Pacific American Network of Oregon) is a statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization, affiliated with APANO Communities United Fund 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us.

Position Description:

The Advocacy Director will lead our advocacy work in winning concrete systemic change for Asian Pacific Islander and low income communities. APANO's areas of advocacy include influencing public policy primarily in education, climate justice, and public health. The Advocacy Director will be empowered to represent APANO at coalition tables, in policy rulemaking processes, and other stakeholder tables. This position will also craft political narratives and communications for the organization.

The Advocacy Director is part of the organization's senior leadership and will support a growing, seasoned team of member-leaders and paid staff working to win concrete change in the lives of Asian and Pacific Islanders in Oregon, and the larger world. They will report directly to the Executive Director and supervise at least 2 other full-time staff.

Primary Responsibilities:

Lead Policy Development, Analysis and Advocacy (50%)

- Cultivating, aligning, adapting and integrating electoral, legislative and administrative campaigns, goals and strategies effectively into the larger organization, in close partnership with political team and organizing staff;
- Collaboratively developing policy analysis and concepts in support of APANO campaigns and strategic priorities with staff and partners;
- Managing organization's role and presence on a variety of short and long-term political coalitions and synchronizing partner campaigns with APANO work;
- Serving as a lobbyist and principal contact for decision-makers on legislative and administrative advocacy priorities.

Organizational Thinking and Leadership (20%)

- Supervise and manage full-time staff, providing professional guidance and training to interns and volunteers when necessary.

Fundraising and Development (10%)

- Envisioning, developing project and program concepts for grant proposals, grant reporting, curriculum development and grassroots fundraising efforts.

Political Strategy and Communications (10%)

- Support communications team in messaging and strategy to meet organizational objectives in digital organizing, storytelling, and narrative shift.

Required Qualifications:

The Advocacy Director needs to be highly organized, energetic, capable of motivating and managing staff, volunteers, and data.

- Proven success leading and managing grass-roots, electoral, or political campaigns.
- Strong racial and social justice analysis with knowledge of API communities and issues.
- Experience managing or convening coalitions.
- Strong project management experience.
- Ability to think strategically and prioritize.
- Politically astute and diplomatic
- Knowledge of Oregon's policy making and political process.
- Ability to understand, interpret, and explain complex material.
- Self-motivated, resourceful, and able to adapt to fast paced environments.
- Ability to establish and maintain effective working relationships in a team environment.
- Experience in leadership roles such as training, organizing, and coalition building.

The following are a plus, but not requirements:

- Asian and/or Pacific Islander language proficiency
- Experience in c4 candidate endorsements and campaigns
- Experience in policy research, analysis, and advocacy

Travel Required

In-state and out-of-state travel is required for this position. Must possess valid Oregon driver license and provide proof of insurance if using own vehicle, or if renting, must be insurable. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per APANO policy.

How to Apply:

Only complete applications submitted by March 8, 2019, at 5:00 PM Pacific Time will initially be considered. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title "Advocacy Director".

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- 3 references, with contact information, and your relationship to reference

For more information, please email jobs@apano.org.

APANO and APANO CUF celebrate diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.