Position Announcements and Job Description:
Policy Analyst/Compliance Specialist

Who We Are
The Hispanic Federation (HF) is the nation’s premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking, advocacy, and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity, and empathy. Headquartered in New York City, HF has offices in Albany, NY and in Florida, Puerto Rico, Connecticut, Rhode Island, North Carolina, and Washington, DC.

Who We Seek
The Hispanic Federation seeks a Policy Analyst/Compliance Specialist to advance HF’s New York State policy priorities and campaigns, carry out public policy analysis and prepare issue briefs and other materials to support Albany-based advocacy efforts, and manage tracking and compliance for all HF’s lobbying activities. This includes working with staff in multiple offices and with HF Finance staff to ensure that time and costs for such activities are appropriately reported and categorized and required reports submitted. The Policy Analyst/Compliance Specialist must have both direct public policy and advocacy experience and a sound knowledge of both federal and New York State lobbying rules and reporting requirements. This individual must have the ability to prepare concise and effective public policy and advocacy materials, sound oral communications skills, and the ability to establish and maintain positive relationships with public officials and other advocates. The Policy Analyst/Compliance Specialist should be well organized, results oriented, and effective at multi-tasking. The position provides an excellent opportunity for gaining broad experience in public policy and advocacy work for a highly respected, growing Latino organization.

Position Location: Albany, NY
Reports to: Chief of Staff

Job Duties and Responsibilities

Public policy and advocacy:
• Advance HF’s New York State Policy Priorities and Campaigns through:
  − Maintaining up-to-date knowledge about state policies affecting Latino communities, primarily in immigration and education, but also in economic empowerment and health
  − Creating and maintaining an advocacy network to further the initiatives of HF in New York
  − Working with HF’s New York City-based Policy Directors and to inform advocacy efforts;
• Carry out policy and data analysis and related research:
  − Develop a plan for evaluating and analyzing relevant public and social policies in New York State that affect the Latino community
  − Monitor and evaluate New York State policies and legislation
  − Perform data analysis and research related to identified policy areas
• Write policy briefs and other reports to support advocacy efforts:
  – Do substantial writing, including preparation of issue briefs, talking points, and advocacy letters
  – Prepare portions of policy reports in support of Policy Directors in various issue areas
  – Draft rapid response policy statements as needed
• Serve as a representative of HF:
  – Schedule and attend meetings with legislative staff, policymakers, experts, and issue stakeholders to effectively communicate HF policy priorities
  – Serve as an advocate and representative of HF in meetings, policy forums, coalitions and networks

Compliance with lobbying rules and reporting requirements:
• Support HF’s lobbying time tracking system:
  – Provide day-to-day support for the lobbying time tracking system
  – Maintain work plans for all projects and advocacy tracking systems, and assist in the development of new systems as needed
  – Ensure full documentation of HF lobbying activities by staff and consultants in all HF offices
  – Enhance the policy team’s ability to respond to the evolving state policy context
• Ensure full HF compliance with federal and state lobbying rules and reporting:
  – Work with HF Finance staff to ensure correct categorization and full documentation of time and costs of lobbying activities
  – Monitor and report on overall agency lobbying activities and compliance efforts
  – Prepare and file federal and state lobbying registration and reports as needed
  – Provide training for personnel as needed to ensure compliance with federal and state lobbying requirements
  – Work with Office Directors and other senior staff as needed to ensure a shared understanding of both federal and differing state lobbying rules

Required Skills and Qualifications:
• At least a BA/BS degree
• Three to five years of professional experience in policy research, analysis, writing and advocacy
• Demonstrated ability to carry out applied research and analysis to assess policy needs and evaluate current and proposed public policies
• Sound knowledge of federal and New York State requirements and limitations on legislative advocacy by nonprofit organizations
• Familiarity with one or more of HF’s public policy issue priorities
• Demonstrated skills in writing effective, concise policy-focused materials
• Strong verbal communications skills
• Strong ability to develop work plans, synthesize complex policy information, meet deadlines, and manage multiple policy projects simultaneously
• Strong commitment to the Latino community and to HF’s mission and values
• Excellent interpersonal skills, with a flexible and collaborative spirit
• Computer skills including Microsoft Office (Word, Excel, PowerPoint)

Preferred Skills and Qualifications
• Training in law or Master’s Degree in Public Administration, Political Science or Public Policy
• New York legislative experience and relationships
• Public policy and advocacy experience focusing on the Latino community
• Familiarity with federal reporting requirements for entities electing 501(h) and with requirements under the New York State Lobbying Act
• An understanding of HF’s priority issue areas, especially immigration, education, economic empowerment, and health
• Expertise in relationship building with other advocacy groups, public officials, and the Latino and immigrant communities
• Bilingual (English/Spanish)
• A high-energy self-starter who is curious and a quick learner

To Apply
Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org. No telephone calls. For more information about the Hispanic Federation, go to www.hispanicfederation.org.

The salary range for this position is $60k-$75k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.