



Job Opening: Director, Federal Policy and Legislation

Location: Washington, DC

BACKGROUND

Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization with over 100 organizational members. Founded in 1990, HF seeks to support Hispanic families and strengthen Latino institutions through capacity building and grant-making, and through programs, services and policy advocacy in the areas of education, health, immigration, civic engagement, disaster relief, economic empowerment, and the environment.

With offices in New York, Washington D.C., Connecticut, Florida, Puerto Rico, Rhode Island, and North Carolina, and a programmatic footprint in 20 states, HF uplifts millions of Hispanic children, youth, and families locally and nationally through three essential service pillars: membership services/grant making, community programs, and policy and grassroots advocacy. HF works locally, state-wide, and nationally to strengthen Latino nonprofits, promote public policy advocacy and bring to scale a portfolio of innovative community programs.

SUMMARY

Hispanic Federation (HF) is currently looking for an enthusiastic, engaging, and results-oriented **Director, Federal Policy and Legislation** to help advance HF's policy priorities on Capitol Hill and with the executive branch. Working with the Director of National Advocacy, the Director will be responsible for developing and implementing policy strategies related to key policy priorities. Responsibilities include coordinate, oversee, and conduct research and tracking of the legislative and political state-of-play on a variety of bills and policy priorities; provide substantive policy analysis and recommendations; draft legislative language and testimony, and produce a portfolio of public policy, research-based work products that will aid in garnering support for the organization's priority public policy positions; serve as a resource to policymakers and allies and solidify the organization's reputation as an authoritative source on matters of public policy. The Director of Federal Policy and Research will report to the Vice President of Federal Policy and Advocacy. Capitol Hill experience or 6+ years working legislative affairs preferred. Some of the Director's responsibilities will include:

RESPONSIBILITIES

- Monitor, track, and evaluate federal policy initiatives and bills including collecting, analyzing, and synthesizing information from a variety of sources.
- Perform substantial writing, including completing issue briefs, talking points, advocacy letters, congressional testimony, reports, draft op-eds, policy statements, oversee monthly member and other communications.
- Attend meetings with congressional staff, policymakers, experts, and issue stakeholders to effectively communicate HF policy priorities.
- Provide congressional staff with technical expertise for hearings, developing legislation and appropriations.
- In collaboration with the Director of National Advocacy identify, develop and lead relationships with strategic partners and coalitions.

- Serve as an advocate and representative of HF in policy forums, coalitions, and networks increasing HF's profile within coalitions and decision-making bodies, identifying opportunities for collaboration and partnership building.
- Lead the federal policy team's ability to track, prioritize, and respond to the evolving national policy environment.
- Collaborate with HF communications and policy teams to assist in the development of online advocacy campaigns including action alerts, text campaigns, and complimentary social media advocacy plans and goals.
- Maintain work plans for all projects.

MINIMUM QUALIFICATIONS

- Law degree or master's degree in public policy, political science or other relevant area preferred.
- Excellent references and 6+ years of professional experience in policy research, analysis, writing, and engaging in federal legislative and administrative advocacy, preferably involving Latino communities.
- Knowledge of the administrative and legislative processes and an ability to leverage relationships to meet advocacy goals.
- Capitol Hill and/or legislative affairs experience and relationships strongly preferred.
- Advanced written and oral communication skills and ability to analyze and synthesize complex policy information quickly and accurately for varying audiences are essential.
- Experience tracking and analyzing legislation and administrative activity;
- Ability to develop work plans, meet deadlines, and manage multiple policy projects simultaneously.
- Policy expertise in one (or more) of HF's core policy areas a plus.
- Familiarity with federal budget process a plus.
- Demonstrated commitment to Latinx communities combined with knowledge of Latinx policy issues, and strong understanding of intersectionality and ability to work effectively with diverse stakeholders strongly preferred.
- Strong organizational and computer skills required, including Microsoft Office (Word, Outlook, Excel), and Google collaborative platforms.
- Bilingual written and spoken (English/Spanish) a plus.
- Proficiency with social media platforms and social media advocacy experience a plus.
- Ideal applicants will be able to function independently as well as be a flexible team player, be a self-starter requiring minimal supervision, results-oriented, curious, and an active supporter and participant in a collegial, fun, and productive work environment.

Full/Part Time: Full Time

Paid? Yes

The salary range for this position is \$70-\$75k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan

Contact:

Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org.