



## Director of Public Policy Job Description

The Arc of California promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

We are hiring a Director of Public Policy to lead our statewide efforts to ensure the intellectual and developmental disability community is represented in policy discussions and outcomes. Policy areas include employment opportunities, housing, regional center services, IHSS, SSI/SSP, public safety, conservatorship, labor and workforce, and special education.

### **Excellent Benefits:**

**Job-Type:** Full-time; Exempt; Regular

**Location:** Sacramento, CA, with option of in-office or hybrid in-office and remote.

**Travel:** Position will require up to 10% time traveling within California.

**Salary:** \$100,000 - \$130,000, depending on experience and qualifications.

**Benefits:** 5% 401K employer contribution; 100% health and dental for employee and legal dependents; 16 paid holidays (including the last week of December); 10 days Paid Time Off (PTO) for new employees and 20 days PTO after two years of employment; tuition/continuing education reimbursement up to \$2000 per year; sick leave.

**Application deadline:** Open until filled.

### **Objectives**

The Director of Public Policy's objectives are:

- Manage The Arc & United Cerebral Palsy (UCP) California Collaboration, including supporting collaboration members in the development of policy priorities.
- Work with The Arc CA's staff and The Arc/UCP Collaborative members to advance key regulatory or legislative policy changes that will improve the system of community services and supports for Californians with intellectual and developmental disabilities (I/DD).

- Employ effective strategies to educate and partner with policymakers to help them gain a deepened awareness and knowledge of issues affecting Californians with I/DD, and to engage them in finding solutions and resources.
- Strengthen relationships with stakeholders, advocacy partners, media, and state policymakers by ensuring that The Arc CA/UCP's communications and messaging embody our reputation for leadership, issue analysis, and collaborative advocacy.
- Conduct deep dive analyses and publications of issues impacting people with I/DD to advance long-term objectives for the I/DD community.
- Staff the Public Policy Committee by organizing meetings, providing information, and engaging committee members.

## **Scope of Work**

Working in concert with the The Arc CA's Executive Director, the Public Policy Director will:

- Develop an understanding of The Arc CA/UCP's policy agenda and scope of work, and quickly become involved with advocacy efforts. Develop and implement a work plan to advance The Arc/UCP state legislative priorities.
- Identify, research and track current relevant state and federal legislation as it pertains to the I/DD community. Make position recommendations to the Public Policy Committee on bills.
- Engage with legislators and legislative staff and testify at legislative hearings to further legislative agenda.
- Analyze and synthesize research or other data to inform The Arc/UCP's messaging and materials. Draft policy memos, fact sheets and issue papers.
- Work with The Arc's Executive Director and Communications department to connect with, engage and inform members, stakeholders and policy makers using email blasts and social media.
- Identify potential strategic alliances with statewide coalitions and develop them to amplify our efforts.
- Stay up to date of the entire state legislative process. Inform and educate relevant staff and policymakers at key points throughout the legislative and regulatory cycle.
- Coordinate visits with local state legislators and key legislative committee leaders and staff, facilitating the engagement of the grassroots community and Arc chapters whenever possible.
- Participate as a key contributor in The Arc of California's trainings for the statewide I/DD community, including presentations, expertise, and project coordination.
- Assist in planning and preparation for events, including local issue briefings and The Arc/UCP's annual conference.
- Foster relationships with media to further amplify issues impacting people with I/DD.
- Write weekly report of policy activities to be included in the Monday Morning Memo.
- Other duties as assigned.

## **Preferred Qualifications**

**Education:** MPP, MPA, JD or similar educational background, or qualifying professional experience.

**Professional:** Minimum of seven years of experience working in public policy, including legislative and advocacy work.

**Knowledge:** A deep understanding of issues impacting people with intellectual and developmental disabilities, their families, and their system of services and supports. Expertise in California's legislative ecosystem, including processes and political landscapes.

**Skills:** Able to manage several issues and advocacy efforts at the same time. Able to tactfully communicate messaging and policy positions through public speaking/communicating and public discussions. Able to work collaboratively with team members.

**Commitment:** A demonstrated and passionate commitment to equity and civil rights for people with disabilities and other intersectional groups of people, including lower-income individuals, people of color, and the LGBTQ+ community.

**To apply: email the following to [Kelli@thearcca.org](mailto:Kelli@thearcca.org):**

1. Resume
2. Cover letter
3. Sample of related work from the past three years (may be a link or document) along with an explanation of your role in the work.

The Arc of California is an equal opportunity employer. We hire without regard to race, color, disability, national origin, religion, age, sex, gender, sexual orientation, gender identity, gender expression, medical condition, marital status, or any other protected characteristic.