

## DCFPI Policy Director

The DC Fiscal Policy Institute (DCFPI) is seeking a Policy Director, a new position, to manage and advance DCFPI's policy research and advocacy agenda. The Policy Director will supervise DCFPI's policy analysts; engage in original research and writing; represent DCFPI in selected coalitions and task forces; and create and implement effective strategies to engage partners. The Policy Director will report to the Executive Director.

The DC Fiscal Policy Institute promotes DC budget and policy decisions to reduce longstanding economic and racial inequities and to give residents the opportunity for a secure economic future. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy. DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. We pinpoint how the lives of DC residents are affected by tax and budget decisions and hold policymakers accountable for those decisions. We are a vital resource to other nonprofits, are trusted and respected by DC policymakers, and are frequently cited in the media. Our proposals often become reality and make a meaningful difference in the lives of DC residents across the city.

We are a team of about 10 people—small, but mighty! With new offices in the NoMa area of DC, we are easily accessible by Marc and on the Red Line at the Noma/Gallaudet station. Working across a broad range of issues, we offer a fast-paced environment with opportunities to have a specific impact and enhance prosperity for all DC residents.

This new position is being created as the number of DCFPI policy analysts has grown, to provide appropriate guidance and management of their work. The Policy Director will be an essential partner to the Executive Director in providing leadership, management, and evaluation of DCFPI's policy and advocacy agenda.

The Policy Director will have an understanding of, as well as skills in quantitative and qualitative research and writing and editing. The Policy Director also will bring expertise in project and personnel management. The Policy Director will bring impeccable communications skills to represent DCFPI before a range of stakeholders and will be able to communicate complex ideas to diverse audiences.

### Responsibilities

- Work in conjunction with the Executive Director and policy staff to develop DCFPI's policy research and advocacy agenda, including individual workplans for analysts across homelessness, housing, economic security, healthcare, education, and taxes
- Develop and lead strategic campaigns building support for policies to reduce poverty and income inequality and to give residents the opportunity for a secure economic future
- Provide overall project management of research projects; supervise policy staff and implementation of their work plans; provide mentorship and professional development

- Build relationships with policymakers, opinion leaders, and others involved in the legislative process and executive branch functioning
- Serve as lead staff on selected coalitions and support analysts' work with coalitions and partner organizations
- Provide education and training – including briefings and presentations – to policymakers and other stakeholders
- Collaborate with staff in all departments to ensure effective internal systems and procedures are in place
- Support efforts to build and maintain an inclusive workplace
- Represent DCFPI at conferences and other relevant functions
- Stay current on literature and activities related to DCFPI's policy areas

### **Minimum Qualifications**

- A strong commitment to social, economic, and racial justice
- Excellent writing, editing, and presentation skills
- Strong quantitative analysis skills
- Extensive experience in project and personnel management
- Strong interpersonal skills, experience deepening and expanding relationships across diverse communities and partisan divides
- A minimum of five years of relevant public policy experience
- Bachelor's degree required

### **Additional Preferred Qualifications**

- Knowledge of major budget and public policy issues facing low-income DC residents and residents of color
- Familiarity with the District and/or DC Government.

### **Terms of Employment**

- Full-time; exempt position; occasional weeknight and weekend work
- This position will report directly to the Executive Director of the DC Fiscal Policy Institute.

### **To Apply**

- Please submit a cover letter and resume to [jobs@dcfpi.org](mailto:jobs@dcfpi.org)
  - The email subject line should be "Policy Director Application"
  - The cover letter filename should be lastname.coverletter.policydir
  - The resume filename should be lastname.resume.policydir
- Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.

*DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.*