

## **JOB ANNOUNCEMENT**

### **POLICY DIRECTOR**

Providence, Rhode Island

The **Economic Progress Institute** (EPI) is seeking a **Policy Director** with a strong commitment to advancing systemic change and policy solutions centered around racial, ethnic, and gender justice and informed by community members and partners. The Policy Director will be a key member of the leadership team to advance EPI's policy and advocacy agenda. The Policy Director will supervise the policy team, lead coalition building and community engagement efforts, and cultivate relationships with policy makers.

#### **OVERVIEW**

EPI is a nonpartisan, anti-racism and anti-poverty policy organization engaged in extensive leadership through research, analysis, public education, advocacy, and coalition building to influence systemic long-lasting policy change in Rhode Island and improve the economic well-being of low- and modest-income Rhode Islanders. Over two decades, EPI has become the premier organization in Rhode Island highlighting the intersectionality and impact of state and federal tax and budget policies on public policy.

Learn more about [the issues we work on](#) and [our impact](#), and view EPI's current [policy agenda](#) and our [2022 Candidate Briefing Book](#).

The ideal candidate will be an experienced public policy advocate who is equity-minded and passionate about building power together with communities, and supportive of transformative community-led policy initiatives. The Policy Director will lead policy and legislative efforts across a broad range of issues including racial justice, equitable access to public benefits for immigrants and low-income families, healthcare, childcare, paid leave, and other worker justice issues for working families, upward mobility initiatives, and a fair and equitable tax system.

#### **KEY AREAS OF RESPONSIBILITIES**

- Create and implement strategies to ensure that EPI's policy is informed by and in partnership with community members and centered around racial, ethnic, and gender justice.
- Take an active role in creating, participating, and securing collaboration between EPI and a broad range of policy makers and coalition partners to ensure successful policy outcomes through effective legislative engagement, advocacy, lobbying, organizing, and grassroots support.
- Serve as one of EPI's spokespersons and respond to requests for information and technical assistance from policymakers, the media, and community partners.



- Support efforts to build and maintain an inclusive, diverse, positive, energetic, respectful, and professional workplace culture where all team members feel valued and a sense of belonging.
- Provide overall project management of policy projects; supervise policy staff, fellows, and interns; lead proactive goal setting and implementation of work plans; provide feedback, mentorship, and opportunities for professional development; and set performance measures and conduct evaluation of staff.
- Present policy and research information to a variety of audiences, including impacted communities, policymakers, philanthropists, academic thought partners, news media, and community partners.
- Provide public education including in-person and virtual training sessions, and materials for the EPI website including factsheets, infographics, and updates to the EPI Guide to Assistance.
- Work with national partners to advance progressive policy at both state and national levels.
- Stay current on literature, news, and activities related to EPI policy areas and lead the integration and implementation of best practices and emergent strategies at EPI.
- Participate in other relevant activities including representing EPI at public events, providing reports on policy activities to the EPI Board of Directors, and helping to secure funding for EPI's policy and advocacy goals.

## **RELEVANT SKILLS AND EXPERIENCE**

- A strong commitment to racial, economic, social justice, and equitable opportunity for all Rhode Islanders in alignment with EPI's [mission, vision, and core values](#).
- Proven ability to manage projects and teams, get results and create impact.
- Experience in policy analysis and familiarity with state and federal data sources, as well as with Rhode Island budget and legislative processes.
- Knowledgeable about the political and advocacy landscape in each of our policy areas while coaching and training staff to be responsive and strategic in their work.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to a wide range of audiences and to work collegially to produce a range of written materials, including reports, fact sheets, infographics, op-ed pieces, presentations, and other resources to inform and enhance public policy conversations.
- Strong quantitative and analytical skills, and proficiency with standard office technology like MS Office Suite.
- Excellent interpersonal, cultural competency, and community engagement skills and demonstrated capacity to maintain collaborative relationships with individuals from every background and walks of life and organizations interested in public support



policy—including elected officials and their staff, journalists, community-based organizations, and coalitions.

- Strong organizational and project management skills with the ability to think strategically, pay close attention to detail, and meet deadlines especially in a fast-paced legislative environment.
- The ability and desire to work with grassroots or community-based organizations in public policy advocacy and bringing community perspectives and voices into budget and policy analyses.

### **EDUCATION AND EXPERIENCE**

Graduate or advanced degree in public policy, law, public health, social work, or related field and at least 5 years of work experience **OR** undergraduate degree in these fields and 10+ years of work experience. Experience in policy, law and/or legislative analysis, and advocacy preferred.

### **COMPENSATION AND BENEFITS**

This is a full-time, salaried position. Salary range is \$90,000-\$100,000 commensurate with qualifications and experience. EPI currently offers a generous benefit package including matching retirement contributions, PTO, health and dental insurance, and an ongoing hybrid office schedule.

### **TO APPLY**

Please send an email with the subject line “Economic Progress Institute Policy Director” to [jobs@economicprogressri.org](mailto:jobs@economicprogressri.org). Please attach your cover letter, resume or curriculum vitae, a writing sample, and 2 references (with contact information), **all provided in PDF format**. Writing samples should demonstrate experience with research and policy analysis and/or knowledge of topic areas associated with this position, as well as the ability to convey information in a clear and compelling manner. This position will remain open until filled.

**EPI is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, religion, national origin, or any other basis. We are committed to creating an inclusive, diverse, and open work environment where all staff are valued. We strongly encourage candidates with diverse backgrounds and experiences to apply.**