

Advocacy Director Job Description

Definition: Working under the supervision of the Executive Director, the full-time Advocacy Director performs advocacy, policy and outreach duties as well as other tasks as assigned by the Executive Director. Salary is commensurate with experience.

Duties and Responsibilities:

1. Obtain data and analyze public policy.
2. Research, analyze and write reports.
3. Initiate and suggest topics for legislative priorities consistent with the organization's vision and mission in order to develop the organization's legislative agenda.
4. Convene interested parties on policy agenda.
5. Interact with and build relationships with members of the executive and legislative branches of state government.
6. Coordinate advocacy efforts in line with the legislative deadlines set by the General Assembly.
7. Monitor the Connecticut General Assembly's legislative bulletin regularly for notification of relevant meetings and events.
8. Review and track proposed legislation that intersects with the organization's interests.
9. Provide timely alerts to the organization and Board of Directors on legislative developments.
10. Provide timely updates on the state budget, legislative reports and events.
11. Prepare testimony for appropriate submission.
12. Testify at public hearings.
13. Advocate for policy recommendations in line with the organization's vision and mission.
14. Plan and execute public forums.
15. Convene meetings of local, regional and/or statewide oral health partners.
16. Develop print/on-line advocacy toolkit.
17. Provide advocacy training to constituent groups.
18. Provide technical assistance as needed.
19. Understand and identify federal legislation that intersects with the organization's interests.
20. Connect policy work to the organization's outreach, coalition and advocacy activities.
21. Collaborate with other advocacy organizations and coalitions.
22. Serve on relevant boards and committees.
23. Build and strengthen partnerships and collaborations with colleagues, advocates and stakeholders across the spectrum.
24. Recruit and train volunteers to assist with select tasks (such as rallies, speaking engagements, special events, house parties, 1:1 meetings).
25. Organize, train and mobilize stakeholders around common goals.
26. Build and maintain a statewide membership base.
27. Organize regional efforts with stakeholders.
28. Write and distribute the organization's bi-weekly electronic alert notices.
29. Support and inform the organization's Board of Directors on advocacy and related matters.

30. Create and maintain collaborative efforts with community stakeholders (including, but not limited to, consumers, family members and select demographics).
31. Create and maintain relationships with oral health providers and constituent groups.
32. Assist with overall maintenance of the organization and its offices.
33. Provide regular monthly progress reports to Executive Director.
34. Other duties as assigned by Executive Director.

Knowledge, Skills and Abilities:

1. Community organizing/community mobilization.
2. Experience with volunteer recruitment, volunteer management and leadership development.
3. Excellent verbal and written communication skills.
4. Computer literate, ability to learn and use specialized software programs (such as Constant Contact and social networking vehicles).
5. Ability to prioritize and manage multiple tasks simultaneously.
6. Competency working with the legislative process.
7. Effective meeting facilitation skills.

Minimum Qualifications:

1. Minimum of four (4) years of advocacy experience.
2. Minimum of three (3) years of legislative advocacy experience.
3. Experience working in deadline-driven environment.
4. Ability to work well alone and as part of a team.
5. Ability to handle multiple concurrent assignments and meet deadlines.