JOB POSTING: Deputy Director of National Policy and Advocacy

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions, and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love, and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Deputy Director of National Policy & Advocacy plays a key role in an exciting team who is charged with planning and executing both long term and short-term direction of the organization’s federal policy agenda. The Deputy Director will collaborate and assist in leading projects to expand and support the work being done across the nation. The Deputy Director will lead the federal policy portfolio and the strategic planning to maintain and cultivate relationships with Members of Congress and the Administration. In addition, the Deputy will be responsible for briefing Members of Congress and their staff on the status of immigrants and their families, as well as engage CHIRLA’s membership base to develop and advance policy priorities in Congress. The Deputy will oversee any contract lobbyist and policy staff base in the Washington, DC office.

In addition to being a subject-matter expert on immigration and legislative process and serving as a resource and point person internally and externally on Federal matters, the Deputy Director of National Policy & Advocacy will work with CHIRLA’s Policy Department lead Counsel and Southern Regional Policy Manager to advance strategies impacting border regions.

DUTIES AND RESPONSIBILITIES:

A. EXTERNAL PROGRAM PRIORITIES

- In collaboration with the Director of Policy and Advocacy, Executive Director and in consultation with CHIRLA membership create an annual federal policy agenda.
- Develop legislative, administrative, and budget proposals to advance CHIRLA’s goals and mission.
- Under the supervision of the Director of Policy and Advocacy, manage CHIRLA’s support/opposition/neutral positions to legislative/regulatory/appropriation proposals.
- Advance and implement CHIRLA goals and objectives as they are determined by the organization.
- Track legislative proposals and congressional hearings, including analyzing immigration policies in relation to our work.
- Develop relationships with the Administration and work with agencies such as, Department of Homeland Security (DHS), and Immigration and Customs Enforcement (ICE), Department of Justice (DOJ), and others with direct impact to immigrant communities.
- Cultivate and maintain positive working relationships with Members of Congress, relevant Congressional caucuses, agencies, and Administration.
- Responsible for securing regular meet-and-greets and providing policy analysis to lawmakers and their staff.
- Represent CHIRLA’s position at committee hearings, press conferences, and/or legislative meetings.
- Develop and maintain alliances with immigrant rights organizations at the national level to advance CHIRLA’s policy agenda, including working alongside them to advance policy solutions.
As appropriate, work with the Policy Director and CHIRLA staff to develop and implement advocacy strategies and events (to include legislative visits, advocacy days, letters, and call-in campaigns, media relations, briefings, actions, etc.)

- Develop provide updates, talking points, action alerts, sample letters, etc. as part of advocacy strategies.
- Support CHIRLA staff by providing research and analysis on issues pertaining to immigrant communities.

B. INTERNAL PROGRAM PRIORITIES

- Produce federal legislative research, developing policy fact sheets, and talking points.
- Develop monthly content for CHIRLA’s Al Dia policy newsletter.
- Oversee National Policy Advocate Staff and/or consultant(s)
- Work with National Policy Advocate to develop work plan and confer with Policy Director as necessary.
- Manage National Policy Advocate to deliver internal and external duties as outline on policy advocate’s job description.
- Evaluate National Policy Advocate performance on a biannual basis.
- Monitor, manage and analyze and summarize propose and/or new laws and regulations negatively/positively impacting immigrants.
- Monitor and analyze federal trends and issues related to immigration and ensure a proactive focus on pro-immigrant policies.
- Monitor, analyze and summarize propose and/or new laws and regulations negatively/positively impacting immigrants.
- Research, analyze and write policy reports and briefing documents on diverse immigrant and immigration issues.
- Provide regular updates on policy work through progress reports and analysis.
- Create a work plan and confer with the Supervisor as necessary.
- Work with Director of Policy and Advocacy to develop and implement a public policy fellowship program.
- Responsible for ensuring that CHIRLA’s Director of Policy and Advocacy and Executive Director are briefed and knowledgeable about CHIRLA’s federal agenda and strategy.
- Meet fundraising and membership goals for CHIRLA’s membership drive and annual Gala.
- Contribute to other program projects as needed.

SKILLS AND QUALIFICATIONS:

REQUIRED:

- Undergraduate degree (Law background preferred but not required).
- Minimum two years of Hill legislative experience.
- Excellent research and policy development skills.
- Excellent written and oral communication skills.
- Deep knowledge of how the U.S. federal government and its branch’s function.
- Broad strategic vision that encompasses public policy with an immigration lens.
PREFERRED:

- Bilingual English/Spanish strongly preferred, with excellent oral communication, public speaking, and writing skills.
- Proven experience in a non-profit organization or policy firm.
- Engaged in immigrant rights and related issues.
- Strong knowledge of and experience with national, state and federal policy advocacy stakeholders.

Desired Traits or Characteristic

- Broad knowledge of and strong interest in immigration and migration.
- Must have the ability to plan, organize and with limited supervision, implement CHIRLA’s policy.
- Must have initiative and the ability to exercise good judgment, and a deep understanding of immigration issues.
- Strong commitment and passion to building immigrant power within a broader strategy toward achieving social, economic, and racial justice.
- Ability to have positive working relationships with CHIRLA staff, members, and allies.
- Comfortable and experienced in a fast-paced environment and handling multiple deadlines.
- Demonstrated commitment to mission and goals of CHIRLA.
- Commitment to working in a diverse professional environment.

Salary & Benefits: $89,000 -- $96,000
CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, which includes generous time off benefits, 401K Plan, health, dental and vision plans.

FLSA Classification: Exempt/ Hourly, full-time regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is not included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

REPORTS TO: Director of Policy & Advocacy
CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Washington, DC

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. All such discrimination is unlawful. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, email resume and cover letter to: jobs@chirla.org
Subject Line should read: Deputy Director of National Policy and Advocacy