



Policy Director Job Description

About ReflectUS:

ReflectUS is the national, cross-partisan coalition that accelerates and maximizes the collective impact of Coalition members, people, and organizations working to expand political leadership of, by, and for all women.

About the Position:

ReflectUS is seeking an experienced policy professional with expertise in supporting state-wide and federal campaign efforts (such as policy proposals, white papers, resolutions, etc.) aimed at addressing those systems that serve as barriers to women's political leadership. The Policy Director will also oversee the ReflectUS National Working Group convenings. The Policy Director will have experience building consensus among multiple stakeholders with diverse perspectives and backgrounds. A successful candidate thrives on a small team, has a good sense of humor, excellent work ethic, strong writing skills, and a willingness to step in and do whatever it takes to achieve the organization's mission and promote women in political leadership.

Responsibilities Include (but are not limited to):

National Policy Strategy

- With direction from the CEO, lead and develop targeted and multifaceted strategy to build and develop the National Working Groups
- Coordinate the National Working Group meetings, making sure objectives are being met
- Utilize data-driven approaches to propose policy strategies and solutions
- Collaborate with Coalition members to ensure strategies are consistent and do not conflict with their individual existing campaigns and programs
- Develop publications (white papers, issue briefs, reports, etc.) as necessary

State Network Strategy

- Help expand this network of regional, state, and local organizations to make sure a diverse and wide group of women are being reached
- Respond to requests for information from Coalition members, nonprofit partners, policymakers, and stakeholders
- Prepare policy toolkit materials to distribute
- Provide data, research analysis, and support

Areas of Experience and Preferred Skills:

- A commitment to the ReflectUS mission
- 7+ years of policy experience in the nonprofit, private, or public sector
- Minimum of 2 years of experience in the nonprofit sector

- Bachelor's degree required
- Strong facilitation skills preferred
- Experience with coalition building and expansion is a plus
- Exceptional writing and editing skills
- Strong interpersonal skills preferred
- Strong presentation and public speaking skills
- Extremely responsive to email and other correspondence
- Manage time effectively
- Excellent work ethic
- Maintain an environment respectful of different political viewpoints and other diversities
- Experience utilizing the following: Asana, Calendly, Google Suite, Salsa CRM/Engage, Slack, and Zoom

Salary and Location:

This is a full-time position with a competitive salary, based on experience. ReflectUS offers a full benefits package, including health benefits, and a 401K. The position is remote, though candidates are ideally based in Washington, D.C.

To Apply:

Using “*Policy Director*” in the subject line, candidates should submit a resume, cover letter, and writing sample to jobs@reflect.us; PDF format preferred. The writing sample should be the applicant’s best example of the types of policy work that would be related to this position. Applications will be reviewed on a rolling basis, but preference will be given to applicants who apply by January 3, 2022.

ReflectUS is an equal opportunity employer. We value diversity and applicants from all backgrounds and identities are encouraged to apply.