

WEST VIRGINIA CENTER ON BUDGET AND POLICY

Position Title: **Policy Outreach Coordinator**

January 2018

The West Virginia Center on Budget and Policy (WVCBP) is seeking a Policy Outreach Coordinator to assist our efforts to advance policies that improve the lives of all West Virginians, especially vulnerable children and people of color. The Policy Outreach Coordinator would lead the Protect WV campaign, which aims to stop harmful tax and budget policies and improve our state's long-term fiscal health. The Policy Outreach Coordinator will play a critical role in developing campaign strategy, expanding organizational partnerships, and coordinating media and outreach efforts. Other areas of work include, but are not limited to, protecting and improving crucial safety net programs, working on ways to expand compensation for workers, assisting with the Summer Policy Institute, and working closely with partner coalitions and campaigns at the local, state, and federal level.

**Organization Overview:** The West Virginia Center on Budget and Policy is building a more inclusive economy where everyone in West Virginia can have a good paying jobs, affordable health care, and excellent public schools and universities. We examine the state's budget, taxes and public policies to provide data-driven analysis and sound solutions. We are an independent, nonprofit organization founded in 2007 and a trusted source of nonpartisan information for West Virginia policymakers, partners and the public.

This is a full-time position and reports to the Policy Outreach Director and Executive Director

**Primary Duties and Responsibilities:**

- Provide leadership for strategy formation, coalition work, and policy advocacy.
- Work effectively with key leadership of major allied organizations and assist these key leaders in forging and implementing a common agenda and action plan.
- Plan and schedule coalition meetings. Foster strong internal communication and accountability among coalition members.
- Strengthen member organizations' advocacy capacity around shared goals. Plan training sessions. Assist with policymaker visits.
- Expand number of coalition partners by recruiting new, broad, diverse constituencies.
- Develop and maintain relationships with elected officials, administrative staff, opinion leaders, and policy stakeholders.
- Work collaboratively with policy and communications staff to produce accessible communications and civic engagement materials to translate complex budget and tax issues for consumption by the general public.
- Analyze and assess progress to goals, adapt plan as situations change.
- Help disseminate WVCBP's policy analysis and recommendations by authoring blogs, op-eds and other materials.
- Deliver presentations to partner organizations and at local community events, as well as oral testimony at state legislative hearings.

- Maintain and further expand WVCBP's ecosystem of partners in the field by working with strategic partners and stakeholders and building relationships among existing and new advocates.
- Represent WVCBP on designated coalitions and committees and at relevant events.

**Preferred Qualifications:**

- Any combination of training and experience equivalent to a master's degree in public policy, public administration, government, political science or related field.
- At least three years of experience in public policy outreach.
- Working knowledge of key state and national policy issues, including poverty, opportunity, equity and economic mobility.
- Some experience working with policymakers, advocates and other constituencies to develop policy options and strategies to achieve desired change.
- Some research skills, including proficiency in Excel.
- Strong written and verbal communication skills, including the ability to write across a number of formats including legislative testimony, public presentations, blogs and op-eds.
- Ability to travel to conferences, community meetings and speaking engagements across West Virginia (2-3 times per month) and nationally (2-4 times per year).

**Preferred Qualities:**

- Strong commitment to both racial equity and gender parity
- Political savvy and strong interpersonal skills to network and build relationships with diverse audiences
- Ability to work effectively under time pressure, ability to work well as part of a small team
- Ability to clearly and concisely express yourself to different audiences
- Clear demonstration of being both a team player and a self-starter, including exceptional organization and time-management skills; a demonstrated ability to design a work plan, prioritize and meet goals
- Grace under pressure and a good sense of humor
- Focused and flexible: Sometimes you'll work from the office, sometimes during nontraditional hours, and sometimes from home; no matter where it is, the job gets done

**Compensation:** Salary range upper \$30s to upper \$40s depending on experience; excellent benefits including health insurance, dental and vision care, life insurance, retirement and generous vacation leave, sick leave, and holiday schedules. After seven years, employees are eligible for paid sabbatical leave.

**To apply:** Please submit a cover letter and resume to [lframe@wvpolicy.org](mailto:lframe@wvpolicy.org) with 'Policy Outreach Coordinator' in the title line. No calls, please.

*WVCBP is an equal opportunity employer, and as such takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.*