POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>DEPARTMENT(S):</th>
<th>REPORTS TO:</th>
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<tbody>
<tr>
<td>Director of Public Policy</td>
<td>Voice, Thought Leadership</td>
<td>Executive Director</td>
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<tr>
<th>EMPLOYMENT STATUS:</th>
<th>FLSA STATUS</th>
<th>EFFECTIVE DATE:</th>
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<tr>
<td>☒ Full-Time</td>
<td>☒ Exempt</td>
<td>01/01/2022</td>
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<tr>
<td>☐ Temporary</td>
<td>☐ Non-Exempt</td>
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<td>☐ Part-Time</td>
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POSITION SUMMARY

The Director of Public Policy (Director) works with the Executive Director (ED) to lead four key components of NAO’s work: Public Policy Planning and Development, Network Development, Public Policy Education and Lobbying, and Public Policy Communications. We believe that respect and support for the nonprofit community among elected officials, opinion leaders, and the general public in Oregon is critical to a thriving civil society. We work to build the capacity of the nonprofit sector in Oregon to monitor and take action on public policies that affect the sector as a whole. In addition to engaging in legislative and electoral activities, we believe that promoting the good works of nonprofits through outreach to the media and opinion leaders is also an important advocacy function. The Director works with the Executive Director and relevant public policy stakeholders, including the NAO Board, to articulate and implement NAO’s Public Policy agenda. The Director will ensure that NAO is viewed as a primary source, disseminator, and conduit of nonprofit public policy information within our diverse network. This position is the driving force behind NAO’s Public Policy work ensuring that the “voice” of the nonprofit sector is heard by policy makers and considered in lawmaking, regulations changes and public funding considerations.

As a vital member of NAO staff and community, the Director of Public Policy supports NAO’s organizational mission, “To strengthen the collective voice, leadership, and capacity of nonprofits to enrich the lives of all Oregonians,” and seeks to uphold and demonstrate in their actions NAO’s Theory of Change, commitment to equity and inclusion, and core values.

DUTIES & RESPONSIBILITIES

General Management: As a member of the leadership team the Director works collaboratively with other leaders across NAO and lines of supervision in the following ways:

- Plan programs, strategy, and support internal organizational management efforts.
- Analyze revenue and expense potential for NAO programs.
- Evaluate the effectiveness and impact of NAO’s programs.
- Ensure NAO’s programs meet grant, sponsor, and partner obligations.
- Prepare and manage program budgets and reports for funding proposals.
- Conduct business development activities in alignment with mission and priorities.
▪ Identify and maintain relationships with nonprofit members, funders, sponsors, content contributors, and strategic partners, community networks in support of NAO’s mission and programs.
▪ Oversee staff efforts where applicable, and support where others are leading.
▪ Supervise and cultivate positively engaged employees and volunteers who put their energy and efforts to the best and highest use of the organization’s mission.
▪ Manage organizational risk by stewarding human, financial, and material resources with integrity.
▪ Represent NAO as appropriate and serve as a liaison to funders, partners and peer organizations.
▪ Additional duties as assigned*

Public Policy Planning and Development
▪ In coordination with the ED and Public Policy Committee, serve as the lead strategist on setting NAO’s public policy strategy and agenda.
▪ Implement NAO’s public policy agenda, develop strategies and negotiate solutions for policy issues that are important to the nonprofit sector.
▪ Research, monitor, analyze and respond to federal, state and local issues that affect all 501(c)(3) nonprofits in Oregon.
▪ Draft testimony and position papers on public policy issues.
▪ Organize and engage members, nonprofits, and policy makers in public policy efforts on nonprofit sector issues.
▪ Create and manage systems to track information about key issues and policy makers.

Network Development
▪ Build and maintain relationships with members, partner organizations, coalitions, foundations and associations throughout the state to advance policy goals.
▪ Build and maintain relationships with elected officials, their representatives and staff, as well as Governor’s Office and state agency staff.
▪ Respond to requests for information from members, nonprofits, policy makers and stakeholders.
▪ Where necessary lead efforts to advocate and/or lobby for specific legislative changes supporting the NAO Public Policy agenda and goals.

Public Policy Education and Lobbying
▪ Educate legislators and other policy makers regarding the scope and impact of the nonprofit sector and policy issues affecting nonprofit success.
▪ Coordinate special events such as the annual Nonprofit Legislative Day.
▪ Coordinate with learning department to ensure a robust, relevant program of learning opportunities related to advocacy and public policy for nonprofit staff and board members.
▪ Design, develop and lead the “Systemic Change Cohort” funded by The Ford Family Foundation.
Public Policy Communications

- Manage and produce web content, electronic policy updates, legislative alerts, position statements and research reports for members and other key stakeholders.
- Organize and lead quarterly Policy Advisory Calls.
- Write and produce NAO Public Policy Alerts in coordination with the NAO Communications team and ED.

MINIMUM QUALIFICATIONS

- Minimum of seven to ten years of relevant experience.
- Commitment to NAO’s mission, vision, equity values and belief in the value of nonprofits.
- Ability to relate to and work with people at all levels of an organization and from diverse backgrounds with excellent communication skills and cultural competence.
- Forward-thinking, and creative individual with high ethical standards.
- Strategic thinker with analytical ability, and good judgment.
- Ability to balance “big picture” strategy and “hands-on” operating detail.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Proficiency in Office Suite (Word, Excel, PowerPoint, and Outlook) is required. Experience with membership databases, Civi CRM, Constant Contact preferred.
- Ability to travel within state.

Additional Duties as Assigned: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.