

# NMCADV Policy Coordinator

Job Title: Policy Coordinator	Benefits: Full
Employee Type: Exempt, Full-time	Reports to: Executive Director

## Position Purposes and Overview

The purpose of the New Mexico Coalition Against Domestic Violence (NMCADV) Policy Coordinator is to ensure the development and effective implementation of the NMCADV legislative and systems advocacy initiatives. The Policy Coordinator assists and engages the NMCADV Policy Committee, membership and stakeholders to identify gaps in legislation, policy, practice or systems that adversely impact domestic violence prevention and intervention efforts. The Coordinator, in partnership with the Policy Committee and the Executive Director, proposes, develops and implements strategies to close gaps and improve overall policy and system response. Stakeholder engagement and collaboration are key aspects of the position.

## Position Responsibilities

- Identifies policy or systems gaps and proposes solutions;
- Conducts analysis and provides background material for a variety of policy purposes;
- Builds provider capacity in systems and legislative arenas;
- Coordinates Policy Committee work;
- Informs, engages and communicates with members and stakeholders on policy matters;
- Manages grant funded, policy related projects as needed

## Essential Job Functions

- Policy Committee Liaison
  - Act as the liaison to the Policy Committee and coordinate the group's efforts. Although the Policy Coordinator reports to the ED, the Coordinator will also work closely and collaboratively with the Policy Committee chair(s)
  - Ensure that the Policy Committee is provided sufficient opportunity and information to effectively and knowledgeably decide upon goals and strategy

- Fully apprise the committee on matters within its purview, especially during legislative session, and helps build the capacity of the committee to act effectively on a range of policy matters. The NMCADV Communication and Membership Coordinator provides assistance with communication efforts
- Oversee and ensure the development of the annual NMCADV policy agenda
  - Partner with the NMCADV Policy Committee, Lobbyist and Executive Director in the development of the agenda annually or as conditions warrant
- Survey members and stakeholders through various means and continually assess and evaluate existing practices, policies and laws in accordance with NMCADV identified goals and strategy
- Capacity Building and Technical Assistance (TA)
  - Build provider capacity in the area of policy and systems advocacy through training, information and support either directly, or through the efforts of others
  - Partner with the NMCADV Lobbyist to ensure member programs meaningful access to legislators and elected officials through a variety of planned events
  - Research, analyze and advise on issues faced by domestic violence providers
- Awareness, Engagement and Collaboration
  - Develop a plan to promote and extend NMCADV policy initiatives and emerging issues and practices and ensure that relevant materials are disseminated to appropriate groups in a professional manner. Materials will include briefing papers, position papers, reports, testimony, letters to the editor, fact sheets, action alerts and public education materials as needed to engage members and stakeholders around all initiatives
  - Ensure meaningful collaboration by identifying needs and subsequently organizing the efforts of stakeholders and members in a variety of ways including task forces, steering committees, etc.
  - Provide consultation and advice to a variety of stakeholders and allied groups.
  - Collect and maintain broad reference information on domestic violence including national and state level statistics as available and relevant
  - Develop an annual policy publication that supports member and stakeholder engagement and that broadly informs about NMCADV policy and advocacy goals and accomplishments
  - Cultivate local, state and national alliances to further policy advocacy efforts of the coalition
- Legislative/Governmental Relations
  - Monitor, review and analyze proposed legislation for its potential impact on domestic violence and assist the Executive Director and Policy Committee with recommendations for further NMCADV action
  - Identify, solicit and coordinate witnesses at hearings as necessary
  - Advise the lobbyist in the drafting, amending, moving or halting of legislation in accordance with identified coalition priorities
  - Fully and continuously apprise the Policy Committee of movement of legislation during the legislative sessions and help members and stakeholders to participate in the process by coordinating efforts of the Lobbyist to provide information about and access to decision makers
  - Provide coordination and other assistance to the ED and the Lobbyist as necessary to enable them to advocate effectively with legislators and other policy makers

- Propose and coordinate legislatively focused, policy activities, which may include but are not limited to: roundtable discussion across the state; annual legislative/roundhouse event and Advocacy Days
- The Executive Director and the Lobbyist provide significant information to legislators, funders and other officials through testimony, personal interactions and in other ways
  - The Policy Coordinator supports those efforts by providing significant levels of analyses and background material, coordination and other assistance as needed. The Policy Coordinator may also provide testimony or meet with legislators and executive branch officials.

## Requirements:

- Minimum of bachelor's degree and 5 years of increasing levels of responsibility and demonstrated competence in the areas covered by the position description. The successful applicant for Policy Coordinator will:
  - Be capable of reviewing proposed legislation to assess its impact on domestic violence victims and services
  - Be familiar with and knowledgeable about important domestic violence legislation such as Violence Against Women Act, (VAWA) Victims of Crime Act (VOCA) and Family Violence Prevention and Services Act (FVPSA)
  - Understand how governmental agencies function and be able to quickly get up to speed on specific New Mexico governmental operations and relevant legislation
- Demonstrate substantial experience in social justice policy advocacy and or systems change work
- Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment
- Research, analyze and present complex information effectively
- Listen to member concerns and needs and respond effectively
- Engage policy committee and stakeholders in the process
- Communicate verbally in a clear and persuasive manner and possess excellent writing skills
- Work independently and without close supervision
- Complete reports accurately and on time
- Demonstrate strong organizational abilities and attention to detail, effective problem-solving skills and a commitment to honesty, integrity and respect in dealings with other staff, members and stakeholders. The Coordinator will demonstrate a willingness to contribute substantially to a climate of respect and collegiality and will be invested in building program capacity
- Demonstrate the ability to work in a multicultural environment

## Other Requirements

- Extensive statewide and occasional out of state travel. (25%-30%)
- Employee will be subject to criminal background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires travel by motor vehicle, whether personal or a company car.

The NMCADV is committed to employing a diverse staff that is representative of the state of New Mexico.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.