



JOB DESCRIPTION – POLICY & ADVOCACY DIRECTOR

EverThrive Illinois works to improve the health of women, children, and families over the lifespan. Our mission and our work are guided by the following core values: health equity, diverse voices, and strong partnerships. Our goal is to improve the health of women, children, and families by advancing access to quality, comprehensive health care and support services; improving health outcomes of entire communities and populations; and engaging communities to cultivate relationships, build power, and advance shared priorities.

The Policy and Advocacy Director is responsible for leading the organization's state and federal legislative advocacy efforts, including developing, advancing, and implementing the organization's policy priorities, managing relationships with elected officials and regulatory agencies, as well as building effective engagement by staff. This position will build partnerships and facilitate campaigns to advance policies that eliminate health disparities and promote health and wellbeing of women, children, and families. The Policy and Advocacy Director will report to the Deputy Director of Strategy and Programs.

RESPONSIBILITIES

Government relations and legislative and administrative advocacy

- Identify and cultivate key relationships with elected and appointed officials and staff; serving as the organization's primary liaison with government officials, including elected and administrative officials at the local, state, and federal levels
- Represent EverThrive IL in Springfield during the legislative session and travel to Washington DC as needed
- Monitor, evaluate, research, and respond to local, state, and federal policy developments and issues, including legislative and regulatory proposals
- Advance government relations at the state and federal level with the goal of creating an environment conducive to advancing EverThrive IL's mission and position as a necessary voice at the table

Strategic Implementation

- Develop and execute a policy and advocacy strategy to advance an agenda aimed at improving the health of women, children, and families in Illinois
- Build and maintain healthy relationships with strategic partners
- Facilitate research and dissemination of information on promising and innovative policies aimed at improving the health of women, children, and families
- Lead or support specific initiatives that advance EverThrive IL's systems change work, including initiatives that seek to create change in local, state, and federal governments
- Build policy and advocacy knowledge and skills among EverThrive IL staff and Board and keep these groups informed on public policy outcomes, opportunities, and potential hazards
- Work with EverThrive IL staff and partner organizations to develop our policy and advocacy platform and annual policy priorities
- Create content to help EverThrive IL partner organizations, members, supporters, funders, staff, and Board understand EverThrive Illinois policy goals, process, and outcomes, including policy updates for newsletters
- Work with the Executive team and other Directors to facilitate collaboration across the organization
- Responsible for creating and monitoring policy and advocacy department budget. Manages and drafts reports for advocacy-related grants, as required.

1006 S. Michigan Ave, Suite 200 | Chicago, IL 60605

312.491.8161 | 312.491.8171 fax | info@everthriveil.org | www.everthriveil.org



- Supervises Reproductive Justice Manager and supports supervision of any policy interns

QUALIFICATIONS

- Bachelor's degree in public policy or related field and 5 or more years of work experience
- Knowledge of the health care landscape in Illinois, especially Medicaid
- Experience working in leadership role on issues of importance to low-income communities, communities of color, undocumented people and/or LGBTQ communities
- Experience and ease in communicating with high-level policy makers, including those in the legislative and executive branches, opinion leaders, and their staff; experience lobbying on the ground in Springfield preferred
- Demonstrated ability to analyze public policy proposals, including the drafting of legislation and regulatory language
- Experience working within coalitions and collaborating with diverse stakeholders
- Management/Supervisory experience preferred
- Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences
- Strong organizational and interpersonal skills
- Ability to conduct business travel throughout the state and country, particularly to Springfield during the state legislative session and Washington to DC as needed

TALENTS AND COMPETENCIES

- Displays insight, creativity, and resourcefulness
- Exhibits vision, passion, and confidence
- Reacts well under pressure; shows ownership and sound judgement in decision-making, including others in the process as appropriate
- Acts in accordance with organization mission, vision, and values
- Thinks both big picture and process
- Understands audience and power dynamics when communicating and tailors communication accordingly
- Not discouraged by ambiguity and able to provide direction
- Champions new ideas and processes
- Gives and welcomes constructive feedback and is open to differing views
- Fosters team cooperation, support for ideas, and group problem solving

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$66,000 - \$76,000 based on experience and qualifications.** Comprehensive health and disability insurance, a retirement plan, and paid time off are provided.

Please send a resume, cover letter, and writing sample to resume@everthriveil.org. Subject line: Application for Policy and Advocacy Director. No phone calls please.

1006 S. Michigan Ave, Suite 200 | Chicago, IL 60605

312.491.8161 | 312.491.8171 fax | info@everthriveil.org | www.everthriveil.org