



Executive Vice President for Government Affairs  
The Leadership Conference on Civil & Human Rights  
Washington, DC

## ABOUT THE LEADERSHIP CONFERENCE ON CIVIL & HUMAN RIGHTS

The Leadership Conference on Civil and Human Rights (The Leadership Conference) is a coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. Through advocacy and outreach to targeted constituencies, The Leadership Conference works toward the goal of a more open and just society – an America as good as its ideals. The Leadership Conference is the nation’s oldest, largest, and most diverse civil and human rights coalition. It is the nerve center for fighting discrimination in all its forms and expanding opportunity and fairness for all Americans.

The Leadership Conference is a 501(c)(4) organization that engages in legislative advocacy. It was founded in 1950 and has coordinated national lobbying efforts on behalf of every major civil rights law since 1957.

The Leadership Conference Education Fund (The Education Fund) is a 501(c)(3) organization that complements this work by building public will for federal policies that promote and protect the civil and human rights of all people in America. Its campaigns empower and mobilize advocates around the country to push for progressive change in the United States.

Programming priorities for both The Leadership Conference and The Education Fund are focused on:

- Democracy: Including work on the 2020 Census, courts, and voting rights
- Justice: Including work on immigrant rights, justice reform, and policing
- Inclusion & Opportunity: Including work on economic security, education, fighting hate and bias, and media and technology

The Leadership Conference was originally founded as the Leadership Conference on Civil Rights by A. Philip Randolph, head of the Brotherhood of Sleeping Car Porters; Roy Wilkins of the NAACP; and Arnold Aronson, a leader of the National Jewish Community Relations Advisory Council. Their visionary leadership was grounded in their commitment to social justice and the firm conviction that the struggle for civil rights would be won not by one group alone, but through coalition.

While many marched in the streets, sat-in at lunch counters, and refused to ride in the back of the bus, The Leadership Conference worked to get Congress to pass legislation that would protect the civil and human rights of all people in America. The Leadership Conference lobbied for and won the passage of the Civil Rights Act of 1957, the Civil Rights Act of 1960, the Civil Rights Act of 1964, the Voting Rights Act of 1965, the Fair Housing Act of 1968, and also helped to organize one of the defining events of the 20th century — the March on Washington for Jobs and Freedom in August 1963.

For more information on The Leadership Conference, please visit <https://civilrights.org/>.

The Leadership Conference has launched a search for an Executive Vice President, Government Affairs to join the leadership team of this historic organization in a role that is more relevant and timely than ever.



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## POSITION OVERVIEW

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The Executive Vice President for Government Affairs is The Leadership Conference's lead advocate (along with the President and CEO) for government policy efforts in the defense and promotion of civil and human rights on behalf of the diverse coalition of more than 200 national organizations.

The EVP for Government Affairs is responsible for the management of the Government Affairs Department as well as implementing and coordinating the organization's government-facing strategies with the President and CEO. As a member of the Senior Leadership Team that includes the President and CEO, the COO, and three fellow EVPs, the EVP for Government Affairs also helps to secure and maintain the organization's overall efficacy and financial health.

### **Duties and Responsibilities:**

Responsibilities include, but are not limited to, the following:

- Provides strategic vision for the organization and its coalition to grow its influence in Congress, the Executive Branch, and with targeted state and local policymakers
- Manages the Government Affairs Department, comprised of 13 highly skilled policy and government affairs experts, including a strong Managing Director who manages the team's day-to-day operations and supervises staff in Department
- With the Managing Director, shares management of Government Affairs staff who monitor current civil rights issues, including legislation, regulations, and high-impact litigation
- Ensures that the Government Affairs Department effectively promotes the policy goals of The Leadership Conference and its member organizations
- Contributes to coordination and collaboration with departments throughout The Leadership Conference
- Directs, oversees, edits, and approves policy materials including reports, statements, Congressional testimony, regulatory comments, and talking points to educate policymakers and the general public on coalition priority issues
- Directs, manages, formulates, and coordinates lobbying and policy efforts with the coalition and with other internal departments
- Serves as a key member of the Senior Leadership Team, offering strategic guidance and counsel at the organizational level
- Leads the coalition in the priority-making and implementation of a federal policy agenda for the broad coalition of civil and human rights groups
- Coordinates the strategy and oversees the management of The Leadership Conference's taskforces on the following issue areas: Census, education, employment, fair courts, fair housing and lending, hate crimes, health care, immigration, justice reform, media/telecommunications, and voting rights.
- Represents the organization at conferences, press events, hearings and panels, as requested



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## CANDIDATE PROFILE

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- High-level Congressional, Executive Branch, or related advocacy experience with a deep understanding of politics and policy change
- Strategic management experience, including the ability to supervise highly skilled lawyers and lead a team through coaching, mentorship, and collaboration among direct reports and across the organization
- Exceptional relationship-building skills, including the capacity to build support and momentum across a wide range of stakeholders
- Ability to serve as an external face of The Leadership Conference, representing and advocating as the coalition's leader throughout The Leadership Conference, building coordinated support and action for policy gains
- Capacity to serve as a key member of the Senior Leadership Team, providing strategic partnership and counsel to the President & CEO and fellow EVPs on a range of issues impacting the organization
- Diplomacy, relationship-building, and communications skills required to collaborate with leaders and activists across a diverse coalition to build support and momentum
- Commitment to centering equity at every level – in individual workstyle, management, and with The Leadership Conference partners
- Deep and principled commitment to civil rights
- Budgeting and financial experience
- Excellent writing and editing skills, including the ability to produce finished work products
- Strong legal research and analytical skills, including drafting and analyzing legislative language
- JD or related graduate degree is a significant asset but not a prerequisite

## CONTACT

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The Leadership Conference on Civil & Human Rights (The Leadership Conference) has engaged Koya Leadership Partners to help in this hire. Please submit a compelling cover letter and resume to Molly Brennan or Shelby Woods [here](#).

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability. The Leadership Conference strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.

## ABOUT KOYA LEADERSHIP PARTNERS

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Koya Leadership Partners is a retained executive search and human capital consulting firm that partners exclusively with mission-driven clients, institutions of higher education and social enterprises. We deliver measurable results, finding exceptionally talented people who truly fit the unique culture of our clients and ensuring they have the strategies to support them. For more information about Koya Leadership Partners, visit [www.koyapartners.com](http://www.koyapartners.com).