

The Leadership Conference on Civil and Human Rights

The Leadership Conference Education Fund

**Managing Director for Policy**  
Exempt

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership to promote and protect the rights of all persons in the United States. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. For more information on The Leadership Conference and its 200-plus member organizations, visit [www.civilrights.org](http://www.civilrights.org).

The Leadership Conference Education Fund builds public will for federal, state, and local policies that promote and protect the civil and human rights of all persons in the United States. The Education Fund's campaigns inform, educate, empower and mobilize leaders and advocates around the country to push for progressive change in the United States.

The Leadership Conference and The Education Fund are seeking a Managing Director for Policy, who will be responsible for the management and strategic direction of the Policy Department and advancing the advocacy agenda of the organization. This is a senior-level position within the organization that serves as a thought leader and expert on priority policy issues. The Managing Director plays a critical role in developing and implementing the policy agenda, leading the execution of strategies to proactively engage with members of Congress, State governments, and Administration officials, working collaboratively with internal and external stakeholders, and managing a team of 7 full-time staff. In addition, the Managing Director proactively identifies emerging issues or potential policy initiatives that might be advanced by the organization and its coalition members.

**Duties and Responsibilities:**

- In collaboration with the EVP of Policy and Government Affairs, oversee the Policy Department as it develops and implements the organizations' policy and advocacy agenda.
- Assist in managing the development and implementation of lobbying strategies
- Provide strategic vision for how to advance The Leadership Conference's policy priorities in Congress, the Administration, and in State governments;
- In collaboration with the EVP Policy and Government Affairs, develops the strategic plan for the department and assist in the implementation of that plan.
- Manage and provide leadership, guidance, and development opportunities to staff in the Policy Department.
- Oversee the development of the Policy Department budget and provide initial approval
- Allocate resources as required in support of organization and coalition campaigns
- Work with development staff and the executive office on fundraising initiatives
- Advance the organizations' advocacy agenda and policy goals through meetings, presentations, testimony, convenings, and interaction with elected officials, government authorities, and other external audiences.

- Serve as the organizations' representative on panels, at conferences, and in the media as appropriate.
- Create and coordinate the production of external reports, briefs, and other types of thought leadership that enhance the organization's reputation and advance its policy agenda.
- Dissect and translate proposals/legislation and advance policy initiatives working closely with policymakers and regulatory officials
- Facilitate a collaborative process among coalition members to develop organizational policy positions that support LC's mission.
- Perform other assigned tasks.

**Management responsibilities:** This position directly supervises a professional staff of policy attorneys, analysts and associates within the Policy and Government Affairs Department. The position also provides leadership and direction in developing and implementing the department's activities, plans, and strategies.

**Reports to:** This position reports directly to the Executive Vice President for Policy and Government Affairs.

**Education and Experience:**

- JD degree;
- Passion for civil rights;
- Significant experience directly managing lawyers and working with diverse teams.
- Must be skilled at implementing a focused approach to engaging and educating key decision-makers
- Applicants should have successfully managed projects or campaigns, including goal-setting, budgets, implementation, and evaluation;
- Minimum seven years Civil rights policy expertise, including drafting and reviewing legislation, direct or grass-roots lobbying, authoring advocacy briefs, coalition-building and coordination of a team;
- Has successfully encouraged professional development, excellence, and camaraderie among direct reports and professional peers.
- Excellent written and verbal communication skills.
- Knowledge of web activism software and Microsoft applications.
- Excellent interpersonal skills.
- An innovative thinker who is able to translate strategic thinking into action.
- An ability to work with multi-issue, inter-departmental teams and community leaders.
- Excellent judgment and follow-through.
- Integrity, honesty and a balanced, non-partisan approach.
- Tenacity, flexibility, and resilience.

**Salary and Benefits:**

This is a full-time position with a competitive salary and excellent benefits.

**To Apply:**

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: [personnel@civilrights.org](mailto:personnel@civilrights.org) with Managing Director for Policy in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately. **Applications will be accepted on a rolling basis.**

*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 identity and expression, status as a veteran, national origin, age or disability.*