

**Full Time Position**  
**Director of Policy & Advocacy**  
Sacramento, California

**The Organization**

The Campaign for College Opportunity (the Campaign) is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is focused on a single mission: to ensure all Californians have an equal opportunity to attend and succeed in college in order to build a vibrant workforce, economy and democracy. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles and Sacramento.

**Position Summary**

The Director of Policy and Advocacy works closely with the Executive Vice President and the Vice President of Policy and Advocacy to strategically set the stage for the Campaign's policy victories, manage the Campaign's state budget and legislative advocacy portfolio, and garner support for the long-term success of our ambitious policy and advocacy agenda.

The Director of Policy and Advocacy leads the development of the Campaign's state budget priorities and statewide budget advocacy strategic engagement. This position also collaborates with the Legislative Affairs Manager to lead the execution of the Campaign's annual state policy advocacy agenda, including development of tools and resources to support the Campaign's policy agenda, coordinating legislative advocacy meetings, and other advocacy tools in support of sponsored California legislative and budget priorities.

The Director of Policy and Advocacy is a public facing position, with the individual in this role serving as a primary resource and liaison for legislative staff and advocate for the Campaign's legislative and budget priorities as a registered employee lobbyist. The Director of Policy and Advocacy will be expected to provide testimony and public comment in legislative committees, and otherwise represent the Campaign in external coalitions and shared advocacy spaces.

This position will be based out of our Sacramento office. The Campaign maintains a hybrid work schedule, with the ability to work remotely approximately 40-50% of the time per week. Given that this position interfaces closely with the California State Legislature, the proportion and cadence of in-person work expected for this position increases during the legislative session.

**Essential Responsibilities & Duties**

Statewide Policy Analysis & Advocacy

- Analyze legislative and budget proposals that intersect with the Campaign’s strategic priorities, including top-line analysis and recommended opportunities for engagement.
- Assess strategic timing and opportunities for the Campaign to meet with interested offices to advance our legislative and budget priorities and coordinate legislative advocacy outreach accordingly.
- Identify and help to execute opportunities to elevate the Campaign as a preeminent higher education equity expert in spaces with policymakers and key legislative staff.
- Serve as a credible and knowledgeable spokesperson about the Campaign’s strategic priorities and legislative and budget priorities.
- Craft policy language, negotiate technical amendments, and advance priority policy proposals through policy, budget, and appropriation committees.

#### Legislative Engagement & External Relations

- Identify and cultivate strong legislative champions in both the Assembly and the Senate
- Serve as a liaison and trusted content area expert for legislative and budget staff
- In coordination with the Legislative Affairs Manager, support efforts to identify and build legislative relationships.
- Represent the Campaign as an external spokesperson, including at regional, statewide, and national coalitions and conferences as necessary.
- Develop and deepen relationships with social justice, educational equity, student leaders, and educator individuals and organizations.
- Organizational Coordination & Support
- Supervise the Legislative Affairs Manager, and may supervise Fellows and/or Interns, as needed.
- Coordinate closely with the Director of Public Affairs and the Director of Strategic Communications to ensure collaborative and effective cross-team coordination.
- Coordinate closely with the Director of Policy Impact to ensure strategic alignment between the Campaign’s state policy agenda and policy implementation strategic priorities.

#### **Experience and Qualifications**

The successful candidate will have:

- A track record of working in education policy, educational equity programs, or state or federal government, with a minimum of five to seven years of relevant work experience. Prior experience working within, or in close partnership with the California State Legislature is preferred.
- Education and Issue Area Expertise: A Bachelor’s or advanced degree in Public Policy, Public Relations, Political Science, Communication, Education, or related field. Issue area expertise is strongly preferred in the areas of Higher Education Policy, Higher Education Administration, Education Equity, and State Budgeting.

- **Policy Analysis and Advocacy:** Demonstrated ability to quickly analyze complex policy, and a demonstrated track record of experience creating and passing policy.
- **Ability to Navigate State Legislative Systems and Processes:** Strong understanding of California state budget and legislative systems and processes, and an understanding of how to move policy in a dynamic political environment.
- **Thrives in Ambiguity:** Ability to work within a rapidly changing and dynamic political environment, and ability to rapidly reassess and shift strategy accordingly.
- **Positive Attitude:** Must demonstrate a willingness to learn and continually improve and approach the work from a place of what is possible and resourcefulness.
- **Strong Written and Oral Communications Skills:** Ability to distill complex policy research and technical legislative language into succinct, easily understood, and compelling written and oral communications.

### **Location**

This is a hybrid position based in Sacramento, with approximately 2-3 days per week expected in office. Some light travel will be required.

### **Vaccination Requirement**

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

### **Compensation**

Annual salary will be commensurate with experience and qualifications in the range of **\$98,000 to \$118,000**. For regular, full-time employees, our total compensation package includes competitive, equitable base pay and benefits as outlined below:

- **Competitive and equitable salary** – Salaries reflect our compensation philosophy of market competitiveness and pay equity. All candidates receive a first/best offer in line with our market for talent and geography, and that recognizes their education/training, years of experience, and level of expertise.
- **Health Insurance** – We pay 100% of medical, dental, and vision insurance premiums for employees *and* their dependents.
- **Paid Time Off** – We provide 3 weeks paid vacation, 13 paid holidays (including Cesar Chavez Day and Juneteenth), and 8 days paid sick leave, as well as extended holiday closures. Vacation increases to 4 weeks upon the employee’s 5<sup>th</sup> anniversary and 5 weeks upon the 10<sup>th</sup>.
- **Retirement Savings** – After 90 days of service, employees are eligible to enroll in our 401k plan, and for those who do enroll, we provide a generous 401k match of up to 5% with 100% immediate vesting.
- **Flexible Spending Account** – We provide an opportunity for employees to use pre-tax dollars for eligible Medical and Dependent Care expenses.
- **Peace of Mind** – We cover the cost of basic life insurance, long-term disability insurance, and AD&D insurance.
- **Growth and Development** – We value each team member’s professional growth and, through our Professional Development program, provide \$1,000 per employee

to put toward individualized development needs each year, as well as additional professional development opportunities, as approved by their supervisors.

- **Sabbatical Program** – Long-serving employees with outstanding performance are eligible for up to 12 weeks of sabbatical leave after 7+ years of service.

### **Selection Process**

The Campaign for College Opportunity will accept applications for the position until it is filled. Interested parties should forward a cover letter and resume indicating “Director of Policy and Advocacy” in the subject line by email to: [recruitment@collegecampaign.org](mailto:recruitment@collegecampaign.org).

We invite you to consider your cover letter as an opportunity to:

- Share how your lived experiences relate to our work to improve college access and success for low-income, first-generation, and historically marginalized students in California.
- Discuss how your background and experience make you the right fit for this position.

All candidates selected for an interview will be required to submit original writing and work samples, along with three professional references. All applicants should visit our website to learn more about the Campaign at [www.collegecampaign.org](http://www.collegecampaign.org) before submitting a cover letter and resume.

We are proud to be an Equal Employment Opportunity employer. We design our recruiting and hiring processes with an understanding of systems of oppression, and no person will be discriminated against in employment because of race/ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or any other legally protected characteristic.

No phone calls please.