



JOB TITLE: Policy Analyst
TEAM: Advocacy
REPORTS TO: Legislative Director
FLSA STATUS: Non-Exempt
LOCATION: Richmond, VA
DATE: October 2020

JOB SUMMARY

The Policy Analyst helps to develop and implement the American Civil Liberties Union of Virginia's (ACLU-VA)'s legislative and advocacy priorities by conducting rigorous research, tracking our legislative priorities, and building trusted relationships with members of the community and elected and appointed officials. As a member of the Advocacy Team, the Policy Analyst will provide detailed research and analysis for current and prospective legislative priorities and work with our Legislative Director and Legal Team to draft legislation, develop policy positions, and track our work. The Policy Analyst will help lobby on behalf of legislative priorities, coordinate legislative meetings, create compelling testimony, and work with community partners to help further our organizational policy goals. The Policy Analyst must be a clear and concise writer who has a curious and strategic mindset when it comes to designing policy solutions to solve problems.

RESPONSIBILITIES

Program Implementation

- Help to develop and implement ACLU-VA's legislative agenda and advocacy priorities, including but not limited to lobbying local government officials, members of the legislature, their staff and the Governor's office, analyzing and tracking legislation, drafting legislation or amendments and preparing and delivering written and oral testimony;
- Coordinate and participate in legislative meetings to advocate on behalf of ACLU-VA's legislative agenda; and
- Create and maintain a system for analyzing and tracking bills that allow our lobbying team to better understand the position, progress, and impact of our legislative agenda.

Policy Research and Analysis

- Conduct rigorous policy research and fact finding that will help to develop mission aligned policy solutions;
- Draft clear and concise policy memos on a range of civil liberties and civil rights issues that will enable strategic legislative drafting and policy recommendations;
- Work with Legal and Advocacy Teams and the directly impacted community to draft and analyze legislation that advances our organizational goals; and
- Produce written materials that will influence policy positions, prospective legislation, or help our team better understand existing policy such as briefing papers, advocacy letters, and legislative testimony.

Relationship Building

- Support organizational spokespeople in providing expertise to policymakers, the press, and coalition partners;
- Build and maintain trusted, respectful relationships with community members, partners, local coalitions, elected officials, and other decision makers that share our strategic priorities to support our organizational goals; and
- Work with Advocacy Team to bring the voices and leadership of those directly impacted by our work into the researching, planning, and execution of our advocacy priorities.

MINIMUM REQUIREMENTS

- Experience researching, collecting, and synthesizing large amounts of information from a range of sources and providing recommendations on next steps.
- Proven ability to write and communicate clearly and effectively, especially explaining complex issues in simple terms.
- Proficiency with office technology and information systems, including online communications, word processing, and spreadsheets.
- Willingness and availability to work beyond the normal workday, on weekends, or more than 40 hours a week as necessary.
- Willingness and ability to travel throughout Virginia, and occasionally to other states for conferences and training.
- A commitment to the mission and values of the ACLU-VA, and to racial justice and civil rights issues and an understanding that these issues are central to overall protection of civil liberties.
- A commitment to diversity, equity and inclusion, to refrain from unlawful discrimination and to comply fully with all applicable laws; a personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

ESSENTIAL SKILLS & ABILITIES

- Ability to work independently and manage multiple projects with competing deadlines on a tight timeline while maintaining a strong attention to detail.
- Ability to build and maintain genuine and strong relationships with marginalized communities and/or people who have been systems impacted.
- Ability to communicate effectively with large and small audiences, in meetings, and in one on one conversations.
- Ability to be resilient - understanding that working towards systemic change is a marathon and not a sprint.
- Ability to think critically and strategically about solving problems and coming up with solutions that will drive results.

DESIRABLE EXPERIENCE, SKILLS & ABILITIES

- Experience writing clear and concise research or policy memos.

- Experience tracking legislation through the legislative process either at a state or federal level and communicating progress to others.
- Experience reading and interpreting the impact of complex state statutes and federal law.
- Experience lobbying or advocating for a legislative measure in Virginia or another state or local government.
- Experience working in a diverse coalition to achieve a policy change outcome.
- Working knowledge and broad understanding of civil liberties and civil rights issues, integrated advocacy and strategic communications.
- Experience working at an organization with an integrated advocacy model where legal, legislative, education and advocacy tactics are used collaboratively and cohesively to achieve results.
- Ability to communicate in Spanish, Korean, Vietnamese, Tagalog, Arabic or other language spoken by a language minority in Virginia.

EQUIPMENT USED

- Computer, phone, copier, printer

Approved by: _____ Date: _____

Accepted by: _____ Date: _____

DISCLAIMER: Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.

The ACLU-VA is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU-VA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commits to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.