



## NCAPA Policy Director

**Overview:** The Policy Director is responsible for managing and overseeing NCAPA's policy operations. This includes, but is not limited to: managing members of the policy team, advising on messaging and external engagement work. This position will also be responsible for overseeing the coordination and management of NCAPA's policy committees. This position will also be expected to assist with administrative functions as needed. This position reports to the National Director.

This is a full-time and exempt position based in Washington, DC. Some considerations may be given for remote work.

### **Essential Duties and Responsibilities:**

Advancing NCAPA's federal policy priorities to key allies and decision makers in Washington, DC. Contributing to the development and execution of a strategy to build and advance a policy agenda for the AANHPI community at the national level. This includes:

- Leading the NCAPA policy team in creating a national policy agenda in partnership with member organizations and policy committee co-chairs.
- Leading NCAPA's strategic efforts to position the coalition as a leading voice for the AANHPI community at the federal level by building strong relationships with Congress, the Administration and other key stakeholders/partners.
- Manage a team of policy and advocacy staff.
- Collaborating with NCAPA team members and coalition members to create public education materials related to NCAPA's policy agenda; and advise on strategic communications related to these materials.
- Build strong relationships with NCAPA's policy committee chairs and member organizations to ensure collaboration and coalition-driven work.
- Take proactive steps to improve and execute NCAPA's policy priorities.

### **Other Duties and Responsibilities:**

- Advise on NCAPA's communications and nonpartisan civic engagement work where necessary.

### **Education and/or Experience:**

- Bachelor's Degree; or higher education degree required.
- 5+ years of experience in relevant policymaking, legislative analysis or similar fields.

**Knowledge and Desired Skills:**

- Strong background or familiarity with legislative and federal government processes.
- Experience and commitment to advancing opportunities and visibility for the AANHPI community.
- Excellent advocacy, consensus-building, coalition-building, and leadership skills; demonstrated ability to work collaboratively with other staff and other organizations; demonstrated ability to work with groups and individuals across the political spectrum.
- Ability to consistently produce high-quality work in a fast-paced environment.
- Experience supervising, developing and managing staff.
- Experience managing multiple projects and deadlines simultaneously.
- Ability and willingness to complete administrative tasks.
- Excellent writing, editing and general communications skills.

**Background on NCAPA:** The National Council of Asian Pacific Americans (NCAPA) is a coalition of 38 national Asian Pacific American organizations around the country. NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

**Compensation:** Salary range is \$90,000-\$110,000 commensurate with experience. Benefits include paid vacation, health care, vision, dental and retirement benefits.

**To Apply:** Please submit a **cover letter, resume, two writing samples and two references** to [employment@ncapaonline.org](mailto:employment@ncapaonline.org) with the subject line **"NCAPA Policy Director."** Questions can be directed to [employment@ncapaonline.org](mailto:employment@ncapaonline.org). **Only complete applications will be considered.**

NCAPA is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status and caste.