



## Citizens League, Director of Public Policy

**Status:** Full Time, Salaried

**Reports to:** Executive Director

**Supervises:** Policy interns and project subcontractors

**Key relationships:** This position works collaboratively as part of the Citizens League team, manages the Policy Committee, interacts with the Board of Directors, and works closely with project partners, contractors, and community members.

**Location:** Saint Paul, MN

**Salary:** \$75,000 - \$90,000 annually + benefits

### About Us

The Citizens League is a nonpartisan, nonprofit organization that empowers people to engage in civic life and public policy to make Minnesota a better place to live and work for everyone. Leading with a multi-partisan approach, we build awareness of issues, develop leaders in public policy, and create strong and innovative policy solutions.

The Citizens League has a reputation as an unbiased convener whose work generates ideas and solutions representative of a wide range of interests, experiences, and perspectives. For more than 70 years, the League has been dedicated to finding innovative solutions across parties and ideologies to solve some of the biggest challenges facing Minnesota. We work largely in the Twin Cities metro area, on issues that have statewide reach. Current and recent issue areas include aging and caregiving, governance and local elected office, public safety, and civic leadership. We use a variety of tools and methods to explore complex policy issues, develop shared understanding, and design well-informed solutions. Our strategy is rooted in the understanding that there is a historical context to all policies, systems and structures; and that those affected by an issue must have a central role in defining the problem and generating solutions. Please read more about our approach and our core principles [here](#).

Our organizational culture is inclusive, adaptable, and learning-oriented. We center values of diversity, inclusion, equity and free speech in our work as a multi-partisan organization bringing together many different perspectives and ideologies; and we continually apply these insights to the work of public policymaking, as well as our own internal team practices.

Read more about our team, our work, and approach at <http://www.citizensleague.org>.

We are currently searching for our next **Director of Public Policy**, who will be a key leader at the Citizens League and an integral part of our collaborative and supportive six-member team.

### Job Summary

The Director of Public Policy is a key leader within the Citizens League team, responsible for the League's policy initiatives and strategy, in collaboration with the Executive Director and other colleagues. This includes identifying, developing, and leading impactful policy projects with partners and community members; securing funding to advance policy work and projects; developing and advancing policy initiatives and recommendations; and helping to execute the League's overall strategy in service to our mission.

## Duties and Essential Job Functions

- Develop, set, execute, and evaluate processes and priorities for policy work, along with Citizens League staff and key contractors, the Board of Directors, the Policy Committee, and community partners.
- Identify timely policy topics and discussions for the League to engage in meaningful community engagement and develop pragmatic solutions and recommendations.
- Collaborate with Executive Director and Director of Development to identify and secure funding sources to support Citizens League policy work.
- Direct the advancement of Citizens League policy work, including active projects and past policy positions as appropriate.
- Build relationships with state lawmakers, staff and officials; spend time at the State Capitol during legislative sessions; and develop a deep understanding of legislative discussions and topics to aid in identifying critical policy work for the Citizens League to engage in.
- Engage key stakeholders and community members in focused processes for policy issue area identification and policy development and advancement in particular issue areas.
- Collaborate with colleagues, corporate members, and community partners to design and implement policy learning events (past examples have included series such as Mind Openers, Interconnected, Civics@Work, EdTalks, and Policy and a Pint).
- Increase capacity and opportunities for members and volunteers to engage with the Citizens League in policy making discussions and decision making.
- Utilize project management techniques to manage complex policy projects.
- Co-create strategic communications about project impact and policy work.
- Supervise policy interns in coordination with colleagues.
- Coordinate agreements for contracted work the Citizens League carries out for other entities, as well as agreements with and supervision of external contractors hired by the League for policy projects. Work with staff to coordinate billing and payments for contracts.
- Represent Citizens League in the community (speaking opportunities, media, legislature, etc.).
- Perform other duties as assigned.

## Qualifications

*At Citizens League, we aspire to be a place where a diverse group of talented people choose to do meaningful work. We value many different types of lived and professional experiences. While these are the desired qualifications for the role, we know that candidates may have many, but not all, of these qualifications. We encourage you to apply even if you don't feel you meet 100% of the following criteria.*

- Bachelor's degree or equivalent experience.
- Minimum 4 years of public policy or related experience.
- Ability to uphold Citizens League's commitment to nonpartisanship while confidently and comfortably interacting with individuals in political environments and from a wide variety of backgrounds, ideologies, and sectors.
- Demonstrated experience working with people and communities that are diverse in race and ethnicity.
- Understanding of and experience with the Minnesota legislative process.
- Excellent organizing skills; ability to organize broad groups of participants to identify and achieve common goals.
- Strong facilitation and project management skills.
- Strong communication, writing, listening, research and critical thinking skills.
- Ability to manage multiple projects, coordinate with many stakeholders and meet deadlines with attention to detail.
- Ability to take initiative and work independently while accepting and seeking out direction as appropriate.
- Commitment to values of diversity, inclusion, and equity; ability to apply these principles to the Citizens League's work; and commitment to continued personal growth in these areas.
- Proficiency with a wide range of software, including Microsoft Office.
- Proficiency and comfort with online communications.

## **Preferred Qualifications**

- Experience with Citizens League history, current work, and civic organizing.
- Experience with project management and facilitation, including in-person and virtual.
- Experience leading or supporting multi-agency coalitions.
- Experience with fundraising and grant writing.
- Experience with event planning and design, such as policy learning events and facilitating panel discussions.

## **Compensation and Benefits**

Salary range is \$75,000 - \$90,000 per year, paid electronically every other week.

Benefits include healthcare, dental and vision coverage, flexible spending accounts, life insurance, short- and long-term disability, paid parental leave and time off, major holidays, cell phone stipend and parking reimbursement.

## **Location and Logistics**

We are based in the Twin Cities, with office space in downtown Saint Paul. All staff are currently living in or near Minneapolis and Saint Paul and nearby suburbs. We are currently working in a hybrid model with a mix of in-person and virtual work and all staff are expected to be in-person in the office on Wednesdays. The Director of Public Policy will also be expected to work in-person at various events and during the legislative session as necessary.

All employees must be able to work from a place with reliable cell phone access and high speed internet. Citizens League provides a laptop computer. Generally our work day occurs between 8:00 a.m. – 5:00 p.m., with some evening and weekend work due to our partnerships and community engagement efforts. We prioritize flexibility for scheduling around most meetings, and are understanding of parents, guardians, and caregivers on our team who may require flexibility for related commitments.

## **To Apply**

Please send a resume and one-page cover letter to [info@citizensleague.org](mailto:info@citizensleague.org). Please put in the subject line: Director of Public Policy opening.

## **Deadline**

Job applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible, as applicant review will begin on December 11, 2023.

*The Citizens League is an equal opportunity employer.*