

## Policy Campaign Director

### *Moving Forward Network, Urban & Environmental Policy Institute*

Status: Full-Time

Reports To: Executive Director, Urban & Environmental Policy Institute

Location: Remote/Hybrid Position with Travel Expected;

National applications welcome with preference given to those in/near Los Angeles, CA

Apply By: March 3, 2023

#### **OPPORTUNITY OVERVIEW**

The Policy Campaign Director is one of two core staff leadership positions of the Moving Forward Network (MFN), a national environmental justice coalition of over 50 organizations including community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country's freight transportation system. The MFN Policy Campaign Director is the more externally facing position that partners closely with their more internal-facing counterpart, the MFN Project Director, in co-leadership of MFN. The Policy Campaign Director will develop and direct campaigns of the Network that advance its mission and goals with guidance from the MFN Advisory Board and collaboration with Network members, affiliated organizations, and partners.

MFN seeks a strategic, relationship-oriented, and adaptable leader with high emotional intelligence, organizing/political expertise, and cultural competency to provide support, guidance, and vision to MFN staff and Network members through leadership development, policy development, and strategic planning. The Policy Campaign Director should bring campaign and coalition building experience and passion for and expertise in partnering with environmental justice groups and diverse frontline communities. This position will engage deeply with the national Network promoting collective action on relevant issues; represent MFN at external meetings and events across the country from engagements in frontline communities to halls of Congress; and explore and establish new relationships to advance the Network's campaigns. This is a full-time position.

As a major project of a community-oriented research and advocacy organization, Occidental College's Urban & Environmental Policy Institute (UEPI), MFN serves as a vehicle for building knowledge and ensuring that science and community knowledge are integral to public policy and planning debates and decision-making. The Policy Campaign Director has the benefit and resources of being part of the larger UEPI ecosystem which serves as the umbrella for a variety of affiliated programs addressing work and industry; food and nutrition; housing; transportation; regional and community development; land use; and urban environmental issues. The mission of UEPI is to advance community-driven programs and policies to build healthy and thriving communities and its programs seek to link research and action through partnerships with grassroots community, environmental, and labor organizations in the Los Angeles area.

#### **POSITION DUTIES, RESPONSIBILITIES, AND GOALS**

##### **MFN Leadership, Campaigns, and Network Engagement**

- Working with the MFN Project Director, develop and implement strategic policy campaigns that engage and

build capacity of Network members and influence policy change.

- Provide day-to-day management and leadership of MFN campaigns to ensure campaign goals and objectives are achieved.
- In partnership with MFN Project Director, oversee and direct the organization's work and implementation of an annual plan of action and well-being.
- Identify and engage with strategic national organizations to support campaigns and the Network.
- Coordinate campaign activities that may include logistical arrangements, document development, and document dissemination.
- Work with MFN staff, members, and consultants to research and write issue briefs, policy documents, and reports.
- Assist in the development and implementation of specific project activities to achieve MFN goals and objectives.
- Support Network leadership and capacity building.
- Work with MFN Project Director to develop fundraising strategies to support the Network, develop funding proposals and reports, and engage with funders.
- Build a strong working relationship and collaborative opportunities between the Network staff, members, affiliated organizations, and partners inspiring Network members and partners to be invested and committed to the Network's mission and goals.
- Work with MFN Project Director to represent the network at external meetings and conferences.
- Supervise and provide management and oversight to the MFN Project Coordinator, Policy Manager, and Campaign Manager.
- Supervise student researchers on assigned research projects.

#### **UEPI Mission and Activity Engagement**

- Participate in UEPI staff meetings and strategic planning.
- Provide input into development of new programs based on consultation with constituency groups, research, and analysis of community needs.
- Assist in the preparation of proposals, reports to funders, and other documents to ensure funding for the project.

## **QUALIFICATIONS**

Ideal candidates for this position will share a commitment to the mission of MFN and UEPI. Our Policy Campaign Director will meet or exceed the minimum qualifications bringing a variety of experiences and attributes, including:

#### *Policy Campaigns*

- Minimum of 5 years of experience and leadership in policy research, campaign development, and/or meeting campaign goals at the local, state and/or national level inclusive of direct experience managing environmental justice, climate justice, social justice and/or equity policy and campaign efforts.
- Demonstrated experience and success developing coalitions and campaigns that influence public policy and build capacity of coalition members.
- Deep knowledge, experience, and commitment related to environmental justice and urban sustainability.
- Commitment to building power with frontline communities that bear the brunt of the negative impacts of ports and freight transportation so that they are supported in leading the way in shaping the fundamental conditions that affect their lives, health, and communities.
- Demonstrated networking skills and ability to sustain and build partnerships and collaborations with diverse constituencies including community members, government officials, and a diverse range of advocacy, business, labor, and other interest groups.
- Ability to work well both independently and in collaboration with diverse staff and team, organizational leaders, and community allies.
- Ability to travel over multiple days (nationally and internationally) when it is safe to return to travel.
- Experience motivating, directing, and organizing people to engage in shared goals, projects, and programs.

- Excellent written and verbal communication skills with the experience and ability to communicate environmental justice issues to a wide range of audiences including advocates, health care providers, funders, and federal, state, and local officials.
- Knowledge and experience related to federal policy and intergovernmental policy, particularly in public health and environmental issues which might include air quality issues.
- Knowledge and experience related explicitly to ports and freight transportation a plus.
- Knowledge of and participation in local, regional, state, and national goods movement, health, and transportation issues and campaigns a plus.

#### *Organizational and Management Skills*

- Demonstrated program development, fundraising, and project management experience.
- Proven organizational skills to work independently with minimal supervision; determine workload priorities and tasks; complete work in a timely manner; manage multiple tasks simultaneously; and identify and resolve problems.
- Excellent strategic planning and innovative thinking skills.
- Experience working effectively in environments where there are competing needs and limited resources.
- Interpersonal skills and experience establishing and maintaining positive working relationships with or on behalf of people from diverse social, cultural, linguistic, and educational backgrounds.
- Experience motivating and supervising staff, including students and young people.

#### **Location**

The UEPI/MFN office is located in Los Angeles, CA. The UEPI/MFN is currently working in remote/hybrid modes following College and public health guidelines. Although travel is currently limited, under normal circumstances this position requires frequent travel estimated at approximately 20%. As COVID-19 guidelines allow for in-person meetings and gatherings, travel based on activities will resume.

#### **Salary and Benefits**

The organization offers a competitive annual salary, commensurate with experience, within the range of \$90,000-\$100,000. The position is considered an employee of Occidental College and has access to a comprehensive benefits package that includes excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; paid vacation; and additional extras including employee discounts and use of our new swimming pool and tennis courts; weight room; gym facilities; and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

### **APPLICATION INSTRUCTIONS**

MFN is partnering with California-based woman of color owned and led strategic management consulting and executive search firm [Walker and Associates Consulting](#). To apply, email a cover letter explaining how your qualifications meet the requirements of the position, resume, and a list of three references (preferably as a single PDF; candidates will be notified in advance of outreach to references) to [mfn@walkeraac.com](mailto:mfn@walkeraac.com) by 5:00 pm PT on Friday, March 3, 2023. Use the subject line: MFN Policy Campaign Director.

### **ADDITIONAL INFORMATION**

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the

curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@oxy.edu)).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

