

JOB ANNOUNCEMENT

Director of Public Policy

ABOUT THE ORGANIZATION: The California Child Care Resource & Referral Network (Network) is a membership organization of the state-funded child care resource and referral (R&R) programs in California. It addresses the needs of parents and child care providers throughout California. The Network works with the state funded child care resource and referral agencies in all counties in California to inform families about quality child care, to assist child care providers to serve their communities, and to encourage positive policy changes on the local, state, and federal levels.

The Network's budget is approximately \$7M, with approximately 70% of the funding coming from state contracts. The Network has an experienced, committed management team and approximately 30 full-time staff. For more information about the Network, please see www.rrnetwork.org.

ABOUT THE PUBLIC POLICY DIRECTOR POSITION: The Network is seeking an experienced policy professional to lead, plan, organize, and coordinate the organization's advocacy work. The Director will work in partnership with the Network's senior management and Public Policy Committee to strategically guide the Network and its member agencies in budget and legislative analysis and in public policy education and advocacy efforts. The Director will also work with the Network's Lobbyist, when engaged. This position requires the employee to be present in Sacramento up to 80% of the time.

The ideal candidate understands the child care system in California, the critical role of child care resource and referral agencies within the statewide infrastructure and importance of the Network as a statewide leader. We are seeking someone that is an astute listener, and a hands-on collaborative leader who can skillfully build effective internal and external relationships to execute strategies and tactics to reach the organization's audiences – advocates, policymakers, media, and funders. They must also be committed to the Network's work to center race, gender, economic, and social equity. This position manages the Policy department, supervises one staff and reports to the Senior Director of Member Services.

JOB RESPONSIBILITIES:

Public Policy Planning and Development

- With the Public Policy Committee, and in alignment with the Network's mission, facilitate the development of the Network's public policy agenda.
- Develop strategies and seek solutions for policy issues that are aligned with the policy agenda, and important to the Network and member agencies.
- Review and analyze the Governor's budget proposals for impacts to children, families, child care providers, member child care resource and referral (R&R) programs, and programs administered by the Network, and prepare the Network's response and position.
- Review, monitor, and analyze legislation and regulations that impact children, families, child care providers, member child care resource and referral programs, and programs administered by the Network, and prepare the Network's response and position.
- Summarize in writing both budget and legislative analyses as appropriate in a clear and accessible manner to be shared with R&R members and partner organizations in a timely fashion.
- Prepare and present testimony, provide information and/or resources, and professionally represent the Network at hearings, advocacy events, and other public forums; provide talking points and/or comments to help facilitate member participation in hearings and other activities.
- Write position papers, letters, Fact Sheets, editorials and/or work with the agency Research Manager to assemble other documents related to public policy issues and advocacy positions.
- Create and manage systems to track information about key issues and policymakers.

Network Development and Relationships

- Build and maintain relationships with members, partner organizations, coalitions, foundations, and associations throughout the state to advance policy goals.
- Facilitate communication of the budget and legislative analyses to member R&Rs including hosting conference calls or webinars, participating in regional Network meetings, coordinating training, and providing technical assistance as necessary, and posting on the Network's website.
- Develop strong relationships with state and congressional elected officials, policymakers and/or their staff representatives, and state and federal program administrators in the early childhood field.
- Coordinate and collaborate with other advocates for children, families and child care providers. This includes actively participating in a variety of coalitions, working with partner organizations and coalition members, other stakeholders/consumers/beneficiaries, public agencies, the media, government officials and members of the general public.
- Respond to requests for information from members, partners, policymakers, etc.

Public Policy Education & Communications

- Ability to set up meetings and establish a presence with legislative staff and staff from State Departments to further the Network's understanding of, as well as to communicate the Network's support and/or concerns with, particular budget, legislative, regulation and policy issues.
- Provide policy updates at member meetings, virtually and in-person.
- Coordinate special events such as R&R Advocacy Day, Child Care Aware of America legislative visits during the annual symposium and participate in other partners advocacy events.
- Develop and facilitate the delivery of policy related sessions at the R&R Network/TFC annual conferences, member meetings and other events as appropriate. Provide training, toolkits, or other informational resources/forums that help R&R members build their skills in advocacy, messaging, and use of available data to support their ability to be change leaders in their community.
- Establish relationships with media contacts and other potential stakeholders to build our influence and/or enhance our public policy agenda.
- Work collaboratively with the Communications Coordinator to create media/social media advocacy messaging.
- Work collaboratively with all teams at the Network to ensure advocacy messaging is understood, coordinated and consistent.

General

- Demonstrate effective leadership with clear vision for the department and the ability to adapt to a rapidly changing child care landscape.
- Establish the Network's physical footprint (working presence) in the Sacramento area.
- Manage any work with Network's paid lobbyists or political consultants (if contracted)

QUALIFICATIONS:

- Minimum 5 years experience in the child care field.
- Master's Degree in Child Development, Education, Public Policy or Public Administration or related field is desirable.
- Experience in and/or knowledge of child care resource and referral programs is desirable.
- Experience with a local, state or federal agency or as a contractor of public funds in the early education field is a plus.
- Understanding of California child care regulations and early childhood system a plus.
- Demonstrated experience advocating for public policy change or legislation.
- Demonstrated experience building partnerships and forging consensus among stakeholders; proven ability to work in a coalition.
- Excellent communication skills and effective presenter. Ability to convey complex concepts clearly (orally and in writing).
- Demonstrated ability to research and synthesize complex legislative and policy issues, reports, and

data.

- Demonstrated ability to conceptualize and clearly communicate ideas in writing and provide training and technical assistance to a wide variety of audiences.
- Ability to manage multiple tasks, work within tight deadlines, and prioritize work as necessary.
- High level of computer literacy.
- Excellent interpersonal and human relation skills.
- Has strong listening skills, approachable and has the ability to synthesize information to match advocacy priority messages.
- Ability and willingness to travel to meetings as needed. This position represents the Network on policy issues that will require in-person attendance at State hearings, meetings to work with policy makers, and partners, and partner advocacy days, both inside and outside of Sacramento. In addition, travel within California is expected 4-6 times per year to attend member meetings, professional development opportunities and Network staff events. Travel outside of California is required, at a minimum, 1-2 times per year to attend the Child Care Aware of America policy symposium and other policy related events.
- POSITION AVAILABLE: Director of Public Policy
 - Full-Time - 40 hours/week, Exempt position
 - Remote position when not physically in Sacramento (position requires up to 80% of time in Sacramento)
 - Pay range: \$ \$91,600 - \$114,500 annually
 - Benefits include: Health, Dental and Vision Insurance, 403(b) retirement plan (after 2 years), vacation and sick time, 11 paid holidays per calendar year plus the week between Christmas Day and New Year's Day.

APPLICATION DEADLINE: Until filled

APPLICATION PROCESS:

Please send a resume and cover letter indicating the position for which you are applying via email to jobs@rrnetwork.org. Candidates invited to interview will be required to complete a Network Job Application available at <https://rrnetwork.org/about/careers>.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.