



## 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 programs in California. It addresses the needs of parents and child-care providers throughout California. The Network works with the 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 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](http://www.rrnetwork.org).

**ABOUT THE PUBLIC POLICY DIRECTOR POSITION:** The Network is seeking an experienced policy professional to lead, plan, organize, and coordinate all aspects of the organization's advocacy work. The Director will work in partnership with the Network's 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. This position requires the employee to be present in Sacramento approximately 80% of the time.

The ideal candidate 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 reports to the Executive Director and will be a member of the agency's management team.

#### JOB RESPONSIBILITIES:

- Review and analyze the Governor's budget proposals for impacts to children, families, child care providers, member child care resource and referral programs (R&R), 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;
- 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;
- Facilitate communication of the budget and legislative analyses to member R&Rs including hosting conference calls or webinars, participating in regional Network meetings, coordinating trainings, and providing technical assistance as necessary, and posting on the Network's website;
- Meet 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;
- Prepare and present testimony, provide information and/or resources, and professionally represent the Network at hearings, advocacy events, trainings, conferences and other public forums; provide talking points and/or comments to help facilitate member participation in hearings and other activities.
- Write white papers, letters, editorials and/or work with the agency Research Director to assemble

other documents related to public policy issues and advocacy positions;

- Coordinate and collaborate with other advocates for children, families and child care providers. This includes actively participating on 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;
- 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.
- Work collaboratively with the Communications Coordinator to create media/social media advocacy messaging; Establish relationships with media contacts and other potential stakeholders to build our influence and/or enhance our public policy agenda
- 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;
- Staff the Network's Public Policy Committee;
- Participate on the management team.
- Establish the Network's physical footprint (working presence) in the Sacramento area.
- Manage any work with the Network's paid lobbyist or political consultants (if contracted)

#### **QUALIFICATIONS:**

- Minimum 3 years experience in the child care field.
- Demonstrated experience advocating for public policy change or legislation.
- 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. Demonstrated experience building partnerships and forging consensus among stakeholders; proven ability to work in a coalition.
- Has strong listening skills, approachable and has the ability to synthesize information to match advocacy priority messages..
- 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.
- Excellent communication skills and effective presenter. Ability to convey complex concepts clearly (orally and in writing).
- Experience in and/or knowledge of child care resource and referral programs is desirable.
- Master's Degree in Child Development, Education, Public Policy or Public Administration or related field is desirable.

**POSITION AVAILABLE:** Director of Public Policy

Full-Time - 40 hours/week, Exempt position  
Remote position when not physically in Sacramento  
Pay range: \$90,000 - \$110,000 annually  
Benefits include: Health, Dental and Vision Insurance, 403(b) retirement plan,  
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

**COVID-19:**

The Network is committed to the safety and well-being of its employees and is a 100% COVID-19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

**APPLICATION PROCESS:**

Please send a resume and cover letter indicating the position for which you are applying via email to [jobs@rrnetwork.org](mailto: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.*