



SEARAC

JOB DESCRIPTION

Director of National Policy

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Director of National Policy to lead our national advocacy activities by maintaining deep community engagement with partners and individual advocates, while building key policy champions on the national level.

The ideal candidate will have a proven ability to foster engagement among diverse - and even competing - groups, ranging from policy makers to local partners. They will have a combination of both strategic thinking and implementation skills, including experience developing long- and short-term strategic goals and objectives, staff supervision, and building and working in coalitions, and should also have a deep familiarity with the Southeast Asian American (SEAA) community. The Director of National Policy supervises SEARAC's policy staff, which includes an Education Policy Manager and an Immigration Policy Manager (to be hired) as part of our DC-based Policy Team. The individual reports to the National Deputy Director and is a member of the management team.

The position is based in SEARAC's Washington, DC office but remote work is temporarily possible due to COVID-19. Please note that SEARAC plans to reopen its offices and return to in-person programming in 2023. The Director of National Policy will need to relocate if living in an area where easy access to Washington, D.C. is not available.

ABOUT SEARAC

Founded in 1979, SEARAC is a national civil rights organization that builds power with diverse communities from Cambodia, Laos, and Vietnam to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

We are a leading national advocacy voice on issues that deeply affect the Southeast Asian American community. Our advocacy is grounded in deep community engagement with community partners and individual advocates, as well as in solidarity with other communities of color and social justice movements.

WORK CULTURE

SEARAC centers the wellness and growth of our staff and strives to be a trailblazer in modeling health and economic justice inside and out. We aim to create a culture of community care by reimagining work/life balance and cultivating sustainability to transform the nonprofit workspace.

SEARAC offers:

- 4 day / 32 hour work week
- Flexible hours and remote work option
- Additional paid time off, including SEAA holidays, summer recess, and 2-week winter break
- Mental health and wellness days to care for yourself and/or loved ones
- Active growth and professional development opportunities within the organization
- Inclusive team environment where staff input is highly valued and encouraged

Read blog posts from SEARAC staff in our [Workplace Wellness Series](#).

RESPONSIBILITIES

Visioning and Strategic Planning

- In collaboration with SEARAC's National Deputy Director, develop both short- and long-range strategies for advocacy policy and programs, and support in the collection of data for program evaluation.

Policy and Program Management

- Oversee DC-based education, immigration, health, and aging advocacy.
- Establish and maintain relationships with key decision-making offices and allies to advance advocacy efforts in collaboration with SEARAC's policy team.
- Request and lead high-level meetings with legislative, administrative, and community decision makers on policy issues affecting SEAA communities.
- Develop federal advocacy engagement strategies with legislative and administrative offices.
- Represent SEARAC in national coalitions around health equity, immigration, and education.
- Lead and collaborate on numerous coalition initiatives to advance SEARAC's policy priorities, ensuring that SEARAC's priorities remain an integral part of coalition work.
- Oversee the development of SEARAC's national equity agenda.

Community Engagement and Training

- In collaboration with the Director of Field, support in the development of national and statewide training initiatives, including the annual Leadership & Advocacy Training program.
- Represent SEARAC in the media as a surrogate for the National Deputy Director and Executive Director as needed.

- Represent SEARAC at conferences and prepare conference presentations.

Development, Operations, and Staff Management

- Supervise at least two full-time staff, one intern, and one consultant.
- Work with the National Deputy Director to annually review staff performance and work plans.
- Oversee all advocacy grants and work with National Deputy Director to modify budgets as needed.
- Work with Executive Director and Director Development to identify, pursue, and develop strategies for program expansion/sustainability.
- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

Other

- The Director of National Policy may have other duties as specified by the Executive Director/ National Deputy Director.

EXPERIENCE/SKILLS REQUIRED

- 5-7 years of experience in public policy advocacy at the national or state level or congressional or administrative experience, and experience with one of SEARAC's major policy areas (health, immigration, education, or boys & men of color) as they pertain to SEAs.
- Excellent ability to prioritize work appropriately and adapt easily to changing priorities.
- Excellent understanding of the federal policymaking process and political landscape.
- Demonstrated ability to build relationships with diverse stakeholders ranging from policy makers to community partners. Ability to work effectively across diverse and marginalized communities, and to bring in allies from across diverse communities.
- Superior verbal and written communication abilities.
- Ability to travel on average once per quarter, and to work weekends as required.
- Management experience including human resources (supervising interns, staff, and/or consultants), financial and grant management (budgeting and project reporting), and strategic planning (setting annual and long-term goals).

PREFERRED EXPERIENCE/SKILLS

- Community engagement experience through community-based organizations. Demonstrated effective grassroots public policy strategies a plus.
- Strong understanding of and experience working with Southeast Asian refugee communities.
- Strong understanding of the federal appropriations process.
- Group facilitation and training.

EDUCATION

Bachelor's or equivalent four-year degree required in public policy/administration, social sciences, or other relevant fields. Advanced degree preferred. An equivalent combination of

education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

VACCINATION REQUIREMENT

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis.

COMPENSATION & BENEFITS

Salary range \$100,000 - \$110,000 dependent upon experience.

Strong benefits package including:

- 100% employer-covered medical, dental and vision insurance for staff and their families
- 100% employer-covered life and disability insurance
- 401(k) retirement fund with match of up to 6% of an employee's annual salary
- 10-week sabbatical leave upon completion of 5 years of employment
- 4 day / 32 hour work week
- Generous professional development and wellness funds

Application Deadline

Priority deadline: October 16, 2022

Preferred start date: January 3, 2023

APPLICATION TIMELINE

First Round Interviews: October 24-27

Exercise Submission: November 6

Second Round Interviews: November 7-10

Reference checks & Offer: November 14 - 21

APPLICATION PROCESS

Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (no more than 3 pages). Electronic application packages should be sent in **PDF format** to application@searac.org. Please include "Director of National Policy" in the subject line of emails. **Internal applicants will be prioritized.**

SEARAC is an equal opportunity employer and prohibits unlawful discrimination in any aspect of employment, including based on unlawful considerations of an individual's race, creed, marital status, color, religion, sex, national origin, age, disability, sexual orientation, family responsibilities, or political affiliation.