



Director of Public Policy & Advocacy

Department:

Public Policy & Advocacy

Reports To:

Chief Executive Officer

FLSA Classification:

Full-Time Exempt

Organization Overview:

The Arc of Oklahoma (The Arc) promotes, protects, advocates for the human rights of Oklahomans with intellectual and developmental disabilities (IDD) supporting their full inclusion and active participation in the community throughout their lifetime.

The Arc of Oklahoma is a 501(c)3 nonprofit organization with a 75 year history of connecting, informing and empowering individuals and families; improving support and service systems; influencing public policy, increasing public awareness; and inspiring inclusive communities. We are the state chapter of The Arc of the United States, joining a powerful network of over 600 state and local affiliate chapters with a joint vision for people with intellectual and developmental disabilities to be valued members of their communities, with the opportunity to realize their full potential and a future that is secure.

Position Summary:

This position requires an individual committed to the cause of promoting, protecting, and advocating for the human rights and self-determination of Oklahomans with disabilities. The Director of Public Policy & Advocacy (the Director) is responsible for coordinating and evaluating public policy activities, supporting The Arc of Oklahoma's Local Chapters, oversee programmatic efforts, and leading grassroots advocacy efforts to advance the mission and vision of The Arc of Oklahoma. The Director will be expected to have experience in the political process and have dynamic skills and effective relationships to be a key leader of the public policy and advocacy function of the organization.

The ideal candidate:

- Possess a strong executive presence while demonstrating exceptional written and verbal communication skills.
- Demonstrates a non-partial, unbiased perspective in political environments.
- Expresses analytical and political acumen to understand how legislative and regulatory decisions impact individuals with IDD and provide policy consultation and proposals in key areas of interest.
- Execute a high degree of judgement and tact.

This role requires experience with government and regulatory agencies, political affairs, public policy, grassroots advocacy, social justice, and working alongside people with disabilities. This position reports to The Arc of Oklahoma's Chief Executive Officer (CEO) and is responsible for supervising the Public Policy & Advocacy (PP&A) Department. The Director is the primary liaison with The Arc's PPA Committee. The Director must be located in the Oklahoma City metropolitan area within their first 60 days of employment.

Primary Duties and Responsibilities:

1. Direct the overall public policy and advocacy activities of The Arc of Oklahoma to advance its mission, policies, and positions.

- (a) Evaluate and intervene in state legislative, executive, and judicial developments that impact our constituency.
- (b) Coordinate with committees, staff, and members to develop policy pillars.
- (c) Coordinate with staff to identify, analyze and monitor policy issues affecting Oklahomans with IDD and caregivers across our core issue areas.
- (d) Attend and/or coordinate the department coverage of meetings of the Oklahoma Legislature, state agencies, and other relevant stakeholder meetings.
- (e) In conjunction with the Communications Department, oversee advocacy-related communications with internal and external stakeholders.
- (f) Produce legislative status Board and committee reports, lobbying reports, and other administrative reports.

2. Ensure Local Chapters of The Arc of Oklahoma, allies, and other stakeholders are informed and involved in policy decisions and advocacy efforts.

- (a) Serve as a liaison between The Arc of Oklahoma, grassroots members, the legislature, state agencies, and other stakeholder groups.
- (b) Assist chapters and grassroots members in understanding and fulfilling their roles in working with their legislators on core issue areas.
- (c) Help witnesses connected to The Arc of Oklahoma prepare and deliver legislative testimony or appear before and participate in state agency committees.
- (d) Develop trainings and educational materials in conjunction with PPA staff on policy issues, services and supports, and advocacy.
- (e) Facilitate and empower allies to participate in systems advocacy.
- (f) Promote and manage The Arc's Action Alerts system to enrolled subscribers when advocacy is needed on policy issues.

3. Oversee and inform programs related to public policy and advocacy activities.

- (a) Support the sustainability and success of existing grant projects.
- (b) Provide technical assistance, research, analysis, and networking in correlation to policy expertise and strengths.
- (c) Assist with compliance of funding agreements including reporting requirements and development of continuation applications.

4. Engage and oversee self-advocate involvement in grassroots advocacy and community inclusion initiatives

- (a) Provide leadership, guidance, training and support for People First chapter
- (b) Work with partner organizations to develop statewide self-advocate movement of trained self-advocates to mobilize as needed

(c) Empower and assist self-advocates in pursuing positions on boards, committees, commissions, positions of leadership.

(d) Work with self-advocates and their families to amplify their stories.

5. Organizes and conducts events to support public policy and advocacy goals of The Arc and serves as The Arc's representative on planning councils as approved by supervisor.

6. Other duties as assigned by the CEO.

Qualifications for the Director of Public Policy & Advocacy:

- Leadership experience, including demonstrated ability to motivate others to advance goals, and the ability to effectively manage multiple projects or roles.
- Excellent analytical ability, including demonstrated experience with legislative or regulatory issues or activities.
- Ability to work with members in the development of policy goals and deployment of advocacy tactics with the aim of furthering The Arc of Oklahoma's priorities.
- Understanding of legislative processes and regulatory programs that impact The Arc of Oklahoma's mission and its stakeholders.
- Ability to navigate high-impact and complex situations.
- An eagerness to execute a hands-on approach to build credibility, relationships, and knowledge.
- Outstanding personal communicator with the stature and presence to represent the organization at presentations and events, legislative and administrative arenas with stakeholders, partners, and other avenues.
- The ability to persuasively communicate complex concepts and programs into concise and credible messages.
- Professional presence and strong verbal, written and public speaking and presentation skills, for both internal and external audiences.
- A collaborative, interactive style with the courage and conviction to challenge and defend ideas and strategies; ability to offer creative pathways or alternative solutions both internally and externally.
- Excellent analytical and organizational skills.
- Connection to and experience working with or for underserved populations, particularly people with disabilities.

Educational and Professional Requirements:

- Graduation from an accredited four-year college or university with major course work in public policy, political science, public relations, sociology, social work, or other related fields.
- At least four (2) years of professional experience, successfully supporting and managing public policy and advocacy initiatives. Prior work with individuals with disabilities and families is preferred.

Working Conditions:

- This is a remote position requiring residency in the metropolitan Oklahoma City area within 60 days of employment.
- Approximately 60–70% of this job takes place in community-based settings (e.g., meetings at State Capitol, public meeting at state agency, meetings with partners, attending events across the state, etc.), and the remaining 30–40% is virtual from a home office.
- Job requires the Director to relate to representatives of other organizations who do not support, or outright oppose, our positions. Such relationships cause stress.
- Occasional weekend or night work is required. During the Oklahoma Legislative Session (February – May), extra night and weekend work may be required.

Compensation and Benefits:

The Arc of Oklahoma values its employees, and as such, strives to offer a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits.

- Employer sponsored health, dental and vision insurance
- Retirement plan benefits and employer matching
- Eighty (80) hours of vacation leave each year (accrued by pay period)
- Twelve (12) days sick leave each year (accrued by pay period)
- Employer paid short-term disability and life insurance benefits
- The Arc of Oklahoma observes sixteen (16) days of holiday which includes a weeklong winter break

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Nothing in this job description restricts The Arc of Oklahoma's right to reasonably assign or reassign duties and responsibilities to/from this position at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of The Arc is considered to be "at-will" and may be terminated by you or the employer at any time. The Arc provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability or genetics, gender identity, or any other characteristics protected by applicable federal, state, or local laws.

Application Process:

To apply, please email your resume and cover letter to info@TheArcOK.org with the subject line "Advocacy & Public Policy Director Application."

If you require accommodations to effectively participate in the application process, please email info@TheArcOK.org or call us at 888-910-6459.