



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

JOB TITLE: **Director, Community and Government Relations**
Reports To: President and CEO or as Assigned
Department: Administration
Revised: September 2022

SUMMARY

The **Community and Government Relations Director** coordinates the organization's efforts in government affairs, community partnerships, grassroots advocacy and outreach initiatives to further the goals related to policy, advocacy and racial equity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Government Relations/Affairs

- Monitor and manage Urban League's response to policy proposals from local, state and federal agencies
- Author responses to local and legislative actions, as directed
- Review, manage and track the implementation of policy priorities that impact Urban League primary focus areas and advocacy initiatives, including legislation, commission agendas, etc; and recommend action steps, as appropriate
- Develop collateral material, including position papers, op-eds, fact sheets, etc. to communicate the Urban League's advocacy and policy position
- Cultivate relationships with elected officials and their staff, including onsite UL visits, briefings, capital visits etc. to expand the knowledge of the Urban League's social, economic, and advocacy impact
- Collaborate with senior leadership in the annual development of the policy and advocacy strategy for the Urban League, its subsidiaries, and other UL affiliates, as appropriate.

Community Initiatives and Partnerships

- Design, implement, and evaluate comprehensive strategies to connect the Urban League mission and goals at collective impact networks and grassroots organizations
- Engage local, regional and state leaders, as necessary, in the development of outreach advocacy campaigns.
- Lead community and stakeholder educational programming on policy matters, voter engagement, advocacy, and special initiatives.
- Works closely with Urban League volunteer auxiliaries to further the message of advocacy goals and strategies; may serve as a liaison to Young Professionals Network
- Meet with community residents through councils, coalitions, neighborhood associations and other meeting arrangements.
- Arrange public appearances, lectures, contests and exhibits for the Urban League to increase awareness of Urban League's social, economic and advocacy impact.
- Identify strategic partnerships with organizations and coalitions that will assist the Urban league in meeting desired policy agenda outcomes.
- Implement forums and town hall meetings that reinforce and provide greater exposure for the Urban League's overall strategic objectives and goals, particularly as it relates to political and community positions.

Administration

- Initiate cross department collaboration to formulate, coordinate, and integrate policy and advocacy strategy.
- Author, as directed, high quality written communication and presentations on policy, advocacy, and racial equity for external and internal stakeholders, including newsletters, op-eds, call to action etc.
- Speak or prepare talking points for opportunities to discuss advocacy including press events/meetings, legislative visits, testimonies and community events;
- Serve as contact for government (non-funding related), political, and community related networking.
- Lead efforts that produce research materials, such as the State of Black Broward and other publications.
- Research grants and complete grant submission to government, corporate and foundations.
- Track Urban League's engagement initiatives and provide impact reports.
- Maintain appropriate data management systems capable of producing robust reports; complete reports for funders, internal stakeholders and management.
- Responsible for staff management, development and performance management goals; onboarding, training and evaluating of staff, including performance reviews, as applicable
- Perform other tasks as assigned.

EDUCATION AND EXPERIENCE:

Master's Degree Preferred; Bachelor's Degree in Political Science, Public Administration, or related discipline and a minimum of two years of job-related experience. Years of experience and knowledge may be considered for degree attainment.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Able to work evenings and weekends as business need warrants.
- Highly developed verbal and written communication skills with the capacity to convey information confidently and appropriately to diverse groups
- Demonstrated ability with project and relationship management.
- Demonstrated experience resulting in achieving goals.
- Emotionally intelligent with a willingness to gain an understanding of the roles of others within the organization and externally.
- Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint, and Publisher)
- Outstanding organizational skills and thoroughness with attention to detail and timeliness.
- Possess high ethical standards of behavior, good judgment, respect for others and confidentiality.
- Proficient in time management to fulfill all tasks in a timely manner adhering to department guidelines and supervisory expectations
- Ability to work with persons of all ages, diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.

OTHER:

- Must have a valid Florida Driver's License and a reliable vehicle.
- Must pass a Level 2 background and drug screening

**If interested,
Submit Cover Letter and Resume to: hire@ulbcfl.org**

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER