



# Urban League of Broward County

## Employment Opportunity

Title: **Vice President of Policy and Advocacy**  
Department: Administration  
Supervisor: President and CEO  
Revision Date: April 2022

### **POSITION SUMMARY**

The **Vice President of Policy and Advocacy (VPPA)** designs, leads, implements and evaluates: advocacy/lobbying, coalition building, community organizing, civic engagement, and policy activism through a race equity lens for the Urban League of Broward County (ULBC) and as provided by operating agreements to ULBC subsidiaries and other Florida Urban Leagues. Develops strategies, monitors goals and adjusts policies/procedures to meet stated organizational goals. Works closely with the CEO, Board of Directors, internal teams, and external supporters.

**ESSENTIAL DUTIES AND JOB RESPONSIBILITIES** *(Core duties and responsibilities include the following.)*

### **COMMUNITY ORGANIZING AND COALITION BUILDING**

- Build infrastructure for community engagement and coalition building across policy issues with emphasis on racial equity, this may include voter engagement, trainings, workshops, webinars, town hall meetings, and resident led initiatives and engagements.
- Establish regular advocacy engagement activities with coalition partners and build a network of advocacy partners, including grassroots and established national and regional entities, as appropriate.
- Engage in race equity coalitions in the local and regional market and provide thought leadership.
- Develop an annual process to map engagement with elected officials and stakeholders by the organization's key staff and board members.

### **ADVOCACY & RESEARCH**

- Develop a process to review advocacy campaigns to ensure they are strategically focused and driven by the organization's mission and vision as well as a commitment racial equity.
- Lead the formulation and prioritization of the organization's state legislative agenda and local policy initiatives, particularly as it relates to racial disparities.
- Create policy briefs to communicate importance and impact of policy priorities.
- Develop, lead, implement and evaluate outreach advocacy campaigns.

### **FUND DEVELOPMENT**

- In collaboration with Vice President of Philanthropy and Communication develops and executes a fundraising plan and stewardship strategies that includes short, mid, and long-term financial and programmatic goals.
- Researches and prepares grant proposals to local, regional, state and national funders, including philanthropic and corporate foundations and government entities.

### **COMMUNICATION**

- Develop content to support the organization's communication strategy on policy, advocacy and racial equity.
- Oversee the development, writing and review of external articles, newsletters, call to action, etc. of the organization on policy, advocacy and racial equity.
- Design, execute and evaluate strategies that will expand the content and reach of the organization's thought leadership, such as the State of Black Broward and other publications.
- Serve as lead advisor to executive team on policy, advocacy and racial equity.
- Determines and approves operating plans, policies and procedures with CEO approval for the division.

### **BUDGET MANAGEMENT**

- Plan, develop, and execute the annual organizational budget with the executive team and the CEO; including social enterprise options that align with the division.
- Manages department budgets, including revenue and expenses and achieving the measurable goals and outcomes

### **ADMINISTRATION**

- Manage and engage the staff, board members and volunteers in the organization's internal racial equity strategies; providing updates and recommendations as necessary and serving as an internal advisor

- Responsible for staff management, development and performance management goals; onboarding, training and evaluating of staff, including performance reviews, within the time frames established in policy and procedures.
- Assesses and resolves, as appropriate, operational and personnel issues within written policies and procedures.
- Design and provide analysis reports on a regular basis to CEO and Board of Directors as necessary and for funders, internal stakeholders and CEO timely.
- Serves as staff liaison/lead for assigned Board Committee(s).
- Performs other tasks as assigned.

**EDUCATION AND EXPERIENCE:**

Master's Degree (M.A.) in Political Science, Public Administration, Sociology or other related social sciences; 5 years of progressive leadership and management experience; Bachelor degree may be considered with significant years of related experience.

**OTHER SKILL, ABILITIES, AND QUALIFICATIONS:**

- Progressive experience in government relations and legislative affairs; work with racial equity and coalition building.
- Exceptional communication and influencing skills: Persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project management skills.
- Ability and willing to work collaboratively with internal as well as external partners and other organizations, providing exposure for organizational impact in a variety of outlets.
- Unwavering commitment to quality and excellence in organizational and project management with the ability to achieve strategic objectives, manage a budget, and engage colleagues and staff.
- Strong demonstrated fundraising experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, foundations, and corporate sponsors.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Urban League's mission and commitment to working collaboratively with a management team of senior professionals.
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Strong analytical skills; basic business intuition, and common sense; strong work ethic.

**Other**

- Must have a valid Florida Drivers License and reliable transportation.
- Must be able to pass Level 2 background and drug screening.

**Submit Cover Letter and Resume to:** [hiring@ulbcfl.org](mailto: hiring@ulbcfl.org)

**The Urban League of Broward County Is An Equal Opportunity Employer**