ASSOCIATE DIRECTOR, POLICY
EDUCATIONAL EQUITY

Los Angeles, CA
Exempt, Full-Time, Regular Position

Organizational Background:

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where *all* communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Equity in Community Investments, and Political Voice.

Position Summary:

The Associate Director will report directly to the Director the Educational Equity ("Director") program to lead advocacy that elevates education issues across the Birth to 12th grade systems and advances racial equity and economic justice in state and local policy and practice. The Associate Director will support the Director with the overall management of the program, including fund development, fiscal oversight, program development, supervision and staff development, research, policy and advocacy initiatives, partnership building, and external relations. The Associate Director will also help lead strategic planning of the Educational Equity team and work in partnership with community-based organizations to support advocacy campaigns that advance equity and reflect community priorities statewide, with a particular focus on Los Angeles City and County. This position requires understanding a broad range of educational equity issues, including school finance. The successful candidate will be skilled at making a case for change by identifying persuasive facts and crafting compelling messages and developing campaign strategies and recognizing political opportunities.

Specific responsibilities include but are not limited to:

- Provide leadership in research, policy, and advocacy in the areas of early care and education, birth to 12th grade policy and practice, racial equity and economic justice in education, educational opportunities analysis for highest need communities, gap analysis in educational funding, dual language learner/English learner education, and promising and best practices across the birth to 12th grade system.
- Support the Director in supervision and oversight of the Educational Equity staff and day-to-day operations, promoting a culture of high performance, supportive and collaborative leadership, and continuous improvement that values learning and a commitment to quality.
- Assist the Director to manage grants, projects and contracts:
    - Work with staff and partners to articulate project goals, scope of work and deliverables, timelines and progress toward achieving grant milestones.
    - Provide leadership to support workflow and accountability between policy, research, communications and technical staff to execute project deliverables with highest quality.

- Help set and implement strategic goals and policy and advocacy development for state and local educational equity initiatives.
- Develop and successfully implement policy and research frameworks, fund development and budget management, and grant/client development activities.
- Lead research and integrate emerging trends in educational equity, as well as best practices ensuring uplifting of diverse community-based organizations. Policy/research duties include, but not limited to:
    - Extensive literature reviews, online research and interviews on various policy topics.
    - Lead development of policy briefs, report writing, and quantitative/qualitative analysis.
    - Prepare materials and reports for advocacy efforts.
- Provide leadership in the team's efforts to collaborate with partner organizations, analyze political opportunities and develop winning campaign plans and strategies.
- Lead strong internal communication, and overall staff professional development and mentorship.
- Represent Advancement Project in key policy and advocacy stakeholder networks and serve as liaison with community-based organizations and coalitions.
- Identify, initiate, and deepen relationships with broad array of policy, research and community-based stakeholders, relevant government staff, and political leadership.
- Provide leadership in project implementation for current and emerging APCA cross-programmatic efforts.
- Support coordination of the Birth to Twelfth Grade Water Cooler convening of advocates across the state, including annual 500-person conferences in Sacramento, through outreach, publicity, event logistics (e.g. registration, catering, travel, contractors, etc.) and content-planning for events.
- Stay apprised of developments related to state and local policy and advocacy efforts.
- Participate in and help lead organization-wide planning, development, and communications activities, as needed, and ensure adherence to Advancement Project goals and policies within the project area.
- Serve as a member of the Management Team.
- Other duties as assigned, dependent on organizational needs and employee skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing racial and economic justice for the highest-need communities.
- 8 years of experience in civil rights and social justice, public policy, community-based policy advocacy and/or organizing, ideally with 3-4 years in a leadership role, and 5 years of supervision experience.
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Ability to conduct policy analysis, research (qualitative/quantitative), and analyze complex information/data for policy and planning.
- Demonstrated success building coalitions/partnership with community groups representing a wide range of racial and ethnic communities.

- Deep understanding and experience in California's early care and education, K-12 education systems, and racial and economic justice frameworks and inclusive community development.
- Solid knowledge base of educational policy and advocacy, as well as understanding opportunities to increase the current education system's ability to efficiently and appropriate serve high need communities of color.
- Direct experience in working with legislative or administrative sources of influence.
- Working knowledge of community-based research, innovative technologies and GIS mapping.
- Strong interpersonal, communication, facilitation and presentation skills including presenting to a variety of audiences, including large audiences (e.g. community partners, academics, policy-makers, philanthropists, the general public, supervisees, teammates).
- Strong writing and research skills.
- Demonstrated leadership and strategic thinking capabilities.
- Demonstrated ability to work in collaboration with internal and external stakeholders.
- Demonstrated track record for successful project management and staff management.
- Proven ability to work with diverse communities, leaders and staff.
- Strong analytical and problem solving skills.
- Self-starter, organized, analytical and detail oriented.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a small team setting.
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- Excellent computer skills, including strong internet research skills; proficient with MS Office applications.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget.
- Must be able to travel locally and statewide.

Physical Demands:

Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office or during events.

Salary:

Competitive compensation depending on experience. Includes full health, dental and retirement benefits.

To Apply:

Please send cover letter, resume and a policy-related writing sample to:

Jorge Jimenez
Director of Human Resources, Finance and Administration
hr@advanceproj.org

Women and people of color are strongly encouraged to apply.