COALITION ON HUMAN NEEDS
1825 K Street, NW · Suite 411 · Washington, DC 20006 · 202.223.2532 · Fax 202.223.2538 · www.chn.org

JOB ANNOUNCEMENT: Director of Public Policy

THE ORGANIZATION

The Coalition on Human Needs (CHN) is an effective alliance of organizations that come together to promote federal policies that address the needs people with low incomes and others in need. Founded in 1981, CHN's network of roughly 100 members (national organizations including service providers, faith groups, labor, civil rights, policy experts and other advocates) work together to promote federal funding and policies to help advance economic security and well-being for people with low incomes. CHN helps hundreds of national and grassroots organizations work together to defend or expand federally-funded services such as health care, housing, services for children and families, education/training, tax policy, income assistance, nutrition, and more. For more information on CHN, please visit our website at www.chn.org**.**

POSITION DESCRIPTION

CHN is seeking an experienced, highly motivated, well-organized, and energetic individual to work with our small staff and large network of partner organizations. This position reports to the Executive Director. Key responsibilities include, but are not limited to, the following:

- Coordinate CHN's advocacy campaigns on Capitol Hill and with the Executive Branch. Includes lobbying, chairing of regular information-sharing meetings, and tracking of priority legislation.
- Co-Chair a lobby working group, engaging advocates in legislative Hill work including on CHN's lead budget and tax issues.
- Work with CHN members to develop joint congressional legislative strategies, including organizing lobby visits, on human needs topics.
- Join in Capitol Hill advocacy work of CHN member organizations on issues they lead.
- Collaborate with CHN field staff in identifying issues and targets for field advocacy.
- Coordinate the development of CHN's biennial Public Policy Priorities document.
- Represent CHN in coalitions working on issues consistent with CHN's positions.
- Present on panels and conferences on CHN issues.
- Write/fact-check for CHN's newsletter, *The Human Needs Report*, as well as occasional fact sheets, talking points, letters representing CHN positions, blog and social media posts, and other analyses. This position may also occasionally assist in the writing of grant proposals.
- Meet with White House and various administration officials and draft and submit comments on administrative rule making.
- Communicate policy updates frequently through email lists, on website, and in calls and meetings to CHN members and partners, working groups, and Hill staff.
- Collaborate with other CHN staff to organize briefings, workshops, and seminars for the domestic human needs community, members of Congress, and their staffs.
- Coordinate activities with other CHN staff on policy-related matters, in consultation with the Executive Director.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS AND COMPENSATION

- Five or more years of policy experience, either working on Capitol Hill or in a nonprofit organization actively engaged in legislative and Executive Branch advocacy, including familiarity with domestic policy issues relating to low-income populations. A sophisticated understanding of Capitol Hill, particularly of the federal budget and appropriations process, is required.
- Demonstrated commitment to social justice.
- Excellent writing skills and ability to meet deadlines.
- Ability to use contact databases, cloud platforms such as Microsoft Office, Google Suite, Zoom, Slack, etc.
- Excellent public speaking and interpersonal skills, including the ability to work productively with a diverse coalition of organizations.
- Salary range is $100,000-$120,000, depending on experience. CHN offers excellent benefits including choice of employer-paid health insurance, generous 401(k) plan, and paid sick, administrative, and vacation leave.

COVID Policies
CHN employees are currently working remotely, but candidates for this position must be willing to shift to a hybrid remote/in-person arrangement, with adequate notice. This position can now be done remotely from the DC metro area, but the employee will be required to attend some meetings and events on Capitol Hill and in the DC metro area in person.

The Coalition on Human Needs is committed to a safe working environment. As such, CHN requires all newly hired staff members to be fully vaccinated and boosted with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodation for medical, religious, or other reasons will be considered in accordance with applicable law.

TO APPLY

Please email cover letter, resume, a brief writing sample, and three references to jobs@chn.org with "Director of Public Policy" in the subject line. The position will be open until filled.

The Coalition on Human Needs is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.