



Empire Justice Center

Making the law work for all New Yorkers

Albany ♦ Rochester ♦ Westchester ♦ Long Island

Policy & Communications Director

Full Time – Albany, New York

Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Policy and Communications Director to join our team. This is an opportunity to lead Empire Justice Center's highly respected policy team as part of one of the most effective anti-poverty organizations in New York State.

Empire Justice Center attracts and employs dedicated, determined and passionate advocates who, together, make a significant impact on the lives of low-income and marginalized New Yorkers. We achieve our successes through direct legal representation and high impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Yonkers, White Plains and Central Islip on Long Island, our organization offers staff an exciting and dynamic, mission driven working environment and a strong commitment to teamwork, diversity, and personal/professional development.

With a heavy emphasis on a team approach, the candidate must be mission driven, strategic, thoughtful, creative, flexible and responsive in a fast paced, high energy work environment.

The Position

The Policy and Communications Director is responsible for leading the policy and government relations work of Empire Justice Center. This includes providing leadership internally and externally; advancing Empire Justice Center's active policy advocacy and government relations initiatives; providing strategic input in these areas to staff and coalitions and keeping Empire Justice Center focused on high impact systemic change and access to justice for marginalized communities in the areas outside New York City. This position reports directly to the President & CEO.

This is a critical role for Empire Justice Center. Through a team-based approach they will develop and implement a pro-active state policy agenda that is based on Empire Justice Center's client work. Strong communication skills are essential – internally, working successfully with staff and externally, public speaking, meeting with high level elected officials and proofing and providing feedback on written materials are essential parts of the job.

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Primary responsibilities will include:

- Focus on high impact systemic change through policy advocacy and access to justice for marginalized communities in the areas outside of New York City.
- Work collaboratively with Empire Justice staff doing substantive policy work in seven practice groups to advance a myriad of progressive policies benefiting low-income communities outside of New York City.
- Advocate and secure funding for Empire Justice programs. Develop robust government relations strategies with the legislature and the Executive Chamber. Ensure continued presence in Albany.
- Work extensively with other legal and social services providers and coalitions to advocate for systemic change benefiting low-income communities outside of New York City.
- Working with the Legal Director, ensure compliance with all state and federal lobbying rules and regulations and all necessary reporting requirements.
- Working with other teams at Empire Justice Center, take a lead role in communications related to policy and legal work, including traditional press.
- From time to time, serve as the spokesperson for Empire Justice Center, including testifying at hearings, speaking with the press, events, and conferences.

Skills

- Proven leadership and project management skills in the context of a multi-office organization.
- Effective decision-making skills that balance overall organizational and leadership objectives individual project needs.
- Strong interpersonal skills, the ability to cultivate partnerships and to work with a diverse workforce, both internally and externally.
- Ability to shift priorities while working in a fast-paced environment with multiple competing objectives.
- Strong knowledge of all elements of advocacy campaign development, management and execution in multiple areas of law;
- Communications expertise, including writing press releases, working with the media;
- Ability to lead a data driven policy agenda, working at multiple levels of government simultaneously.
- Highly effective and persuasive written and verbal skills;

Qualifications

- At least 5 years relevant policy and communications experience, including campaign development and coalition leadership.
- A demonstrated history and commitment to achieving positive systemic change and expanding protections for low income and marginalized persons through policy advocacy
- Exceptional written and verbal communications skills
- Extensive experience with NYS legislative and budget process, including engagement in legislative advocacy, strongly preferred.
- Experience with managing of JCOPE reporting strongly preferred.

Salary and Benefits

Salary range is between \$75,000 to \$95,000. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. We are an organization that supports and encourages a work/life balance and offer flexible remote work schedules.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse work force. People of color, women, persons with disabilities, persons who are elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

Position available immediately. Applications accepted until position is filled. To apply, e-mail a cover letter, resume, and three professional references to; employment@empirejustice.org Please include, **Policy & Communications Director, First/Last Name** to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

Policy & Communications Director
employment@empirejustice.org