

Job Title: Legislative & Outreach Director
Reports to: Executive Director
Job Classification: Full-Time / Exempt

Location: Oklahoma City or Tulsa, OK
Supervisory Responsibilities: Yes

Purpose: The Legislative & Outreach Director is responsible for representing Oklahoma Policy Institute (OK Policy) by developing and maintaining close working relationships with key audiences and partners, including members of the Oklahoma Legislature, community organizations, and grassroots advocates. The position is responsible for developing and executing strategies to meet OK Policy's goals and objectives.

Duties/Responsibilities

- Build and maintain relationships with members of the Oklahoma Legislature and relevant Committee staff.
- Partner with the Policy team to advance OK Policy's legislative priorities including providing political and strategic legislative expertise.
- Oversee legislative tracking, including identifying and elevating substantive policy and political opportunities or risks to OK Policy's priorities.
- Manage legislative and outreach staff. Will be responsible for participation in interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.
- Develop and implement a comprehensive strategy to guide legislative and community outreach programs, aligned with the organization's strategic plan, with the objective of maintaining open, positive, reciprocal, and constructive relationships with all interested parties.
- Oversee the development and implementation of outreach activities, programs, events, and initiatives including but not limited to: outreach for special projects, organizing volunteer activities, attending community events and meetings, participating in community organizations, engaging in authentic relationship through open communication, assisting in the development of community-related collateral material and messaging.
- Manage and support grant-related work including partnering with the development team to identify funding opportunities, assisting with grant writing and reporting, implementing deliverables, and managing grant-related and overall team budget plans in coordination with the Operations team.
- Other duties as assigned.

Skills / Experience

Essential:

- Minimum 5 years' relevant work experience.
- Proven ability to forecast short and long-term implications of policy changes and political trends.
- Expert-level understanding of the Oklahoma policy environment, including the state Legislature, government agencies, and interest groups.
- Demonstrated experience managing a diverse team.
- Comfortable and effective working as part of a culturally diverse staff and alongside diverse community partners.
- Ability to prioritize and work on multiple tasks simultaneously.
- Ability to focus on details without losing sight of "the big picture".
- Precision, attention to detail, and excellent time management skills.
- Demonstrated skills in professional writing.

- Experience and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment with changing priorities and deadlines.
- Ability to communicate effectively one-on-one, in group settings, and in public presentations.
- Self-motivated and can work well both independently and within a team.

Desirable:

- Strong skills in professional writing for community dissemination, design of graphs/charts, publication design, and formatting.
- Experience organizing complex projects involving a diverse group of partners and interested parties.
- Strong commitment to the mission, goals, and values of OK Policy.
- Bachelor's or professional degree in a related field.

Working Conditions

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- This position is eligible for remote work.
- Position requires in-person presence in Oklahoma City during legislative session.
- Ability to travel, as needed – typically less than 25% of working time.
- Ability to work evenings and weekends, if needed, particularly during state legislative session.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time.
- Position continually requires the ability to talk and hear both in person and over the phone.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health and dental insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$48,000 - \$60,000 (commensurate with experience)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Oklahoma is an "employment-at will" state. Therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time.

To Apply

Click [here](#) to complete the job application. Along with the application, you will be asked to submit your resume with at least three professional references included, a professional writing sample, and a cover letter that includes your interest in the position, a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description, a brief description of your current understanding of OK Policy's mission, any previous involvement you had had with OK Policy, and your salary expectations. **The deadline to apply is close of business on September 25, 2020.** Candidates will be contact by OK Policy on or around October 2, 2020 to discuss next steps.