



Policy Campaign Director

Moving Forward Network, Urban and Environmental Policy Institute

POSITION SUMMARY

The Policy Campaign Director is a leadership position of the Moving Forward Network (MFN), a national coalition of over 50 organizations including community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country's freight transportation system. The MFN Policy Campaign Director will develop and direct campaigns of the Network that advance its mission and goals in partnership with the MFN Project Director and working with Network members, affiliated organizations and partners of the Moving Forward Network.

General responsibilities include providing support, guidance, and vision to MFN staff and Network members through research, policy development, and strategic planning. This position will represent MFN at external meetings and events and explore new relationships to advance the Network's campaigns. This is a full-time position.

The Policy Campaign Director will also serve as a staff member of the Urban & Environmental Policy Institute, a community oriented research and advocacy organization that serves as the umbrella for a variety of affiliated programs addressing work and industry, food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues. UEPI's programs seek to link research and action through partnerships with grassroots community, environmental, and labor organizations in the Los Angeles area. The mission of the UEPI is to advance community-driven programs and policies to build healthy and thriving communities.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Working with the MFN Project Director, develop and implement strategic policy campaigns that engage and build capacity of Network members and influence policy change.
2. Lead responsibility for day-to-day management and leadership of MFN campaign(s) to ensure campaign goals and objectives are achieved
3. In partnership with MFN Project Director oversee and direct the organization's work and implementation of an annual plan of action and well-being
4. Identify and engage with strategic national organizations to support the campaign and the Network
5. Coordinate campaign activities that may include logistical arrangements, document development, and document dissemination
6. Work with MFN staff, members, and consultants and members to research and write issue briefs, policy documents and reports
7. Assist in the development and implementation of specific project activities to achieve MFN goals and objectives.
8. Network Leadership and Capacity Building
9. Work with MFN Project Director to develop fundraising strategies to support the Network, develop funding proposals and reports, and engage with funders.

10. Build a strong working relationship and collaborative opportunities between the Network staff, members, affiliated organizations, and partners. Inspire Network members and partners to be invested and committed to the Network's mission and goals.
11. Work with MFN Project Director to represent the network at external meetings and conferences
12. Supervise and provide management and oversight to the MFN Project Coordinator, Policy Manager, and Campaign Manager
13. Supervise student researchers on assigned research projects.

Engage in UEPI mission and activities

1. Participation in UEPI staff meetings and strategic planning.
2. Input into development of new programs based on consultation with constituency groups, research, and analysis of community needs.
3. Assisting in the preparation of proposals, reports to funders, and other documents to ensure funding for the project.

QUALIFICATIONS

Ideal candidates for this position will share a commitment to the mission of the Moving Forward Network and the Urban & Environmental Policy Institute.

Minimum Qualifications

Our Policy Campaign Director will bring a variety of experiences and attributes, including:

Policy Campaigns

1. Minimum of 5 years of experience and leadership in policy research, campaign development, and meeting campaign goals at the local, state and/or national level.
2. Minimum of 5 years of experience managing environmental justice, climate justice, social justice and/or equity policy and campaign efforts.
3. Ability to work well both independently and in collaboration with diverse staff and team, organizational leaders, and community allies.
4. Ability to travel over multiple days (nationally and internationally) when it is safe to return to travel.
5. Excellent written and verbal communication skills.
6. Knowledge and experience related to environmental justice, ports, and freight transportation.
7. Knowledge, commitment, and experience in field of environmental justice and urban sustainability.
8. Knowledge of and participation in local, regional, state, and national goods movement, health and transportation issues and campaigns.
9. Knowledge and experience related to federal policy and intergovernmental policy, particularly in public health, environmental issues, and/or air quality issues.
10. Coalition building and campaign experience.
11. Demonstrated experience and success developing coalitions and campaigns that influence public policy and build capacity of coalition members.
12. Demonstrated networking skills and ability to sustain and build partnerships and collaborations with diverse constituencies including community members, government officials, and a diverse range of advocacy, business, labor, and other interest groups.
13. Experience motivating, directing and organizing people to engage in shared projects and programs.
14. Commitment to building power with frontline communities that bear the brunt of the negative impacts of ports and freight transportation should lead the way in shaping the fundamental conditions that affect their lives, health, and communities.

Organizational and Management Skills

1. Demonstrated program development, fundraising, and project management experience.
2. Proven organizational skills to:
 - a. work independently with minimal supervision
 - b. determine workload priorities and tasks to complete work in a timely manner
 - c. identify and resolve problems.
3. Excellent strategic planning and innovative thinking skills.
4. Capable of working in environments where there are competing needs and limited resources.
5. Interpersonal skills and experience working with or on behalf of communities from diverse cultural and linguistic backgrounds.
6. Interpersonal skills to interact sensitively and to establish and maintain positive relationships with people from diverse social, cultural, and educational backgrounds.
7. Strong verbal and written communication skills with the experience and ability to communicate environmental justice issues to a wide range of audiences, including advocates, health care providers, funders, and federal, state, and local officials.
8. A proven track record of working collaboratively with peers and external organizations and an ability to work independently, set priorities, efficiently and effectively organize work, and manage multiple tasks simultaneously.
9. Ability to organize work projects and complete tasks within assigned time frames.

Additional Skills

1. Experience motivating and supervising staff, including students and young people.

Location

The MFN office is located in Los Angeles, CA. The UEPI/MFN is currently working in remote/hybrid modes following College and public health guidelines. Although travel is limited at the moment, under normal circumstances this position

requires frequent travel. As COVID 19 guidelines allow for in-person meetings and gatherings, travel based on activities will resume.

Salary and Benefits

Compensation is commensurate with experience, starting at \$90,000. The position is considered an employee of Occidental College. The organization offers a competitive salary and a benefits package that includes paid vacation and a medical plan.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this

area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.