

Illinois Coalition Against Domestic Violence
Job Description

Job Title: DIRECTOR OF POLICY AND SYSTEMS ADVOCACY

Classification: EXEMPT

Supervisor: CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR

Work Performed/Position Responsibilities:

- Support ICADV members' systems advocacy efforts at the local level by developing materials, distributing informational publications, delivering training, and responding to requests for on and off site technical assistance.
- Develop and implement ICADV's legislative agenda in conjunction with the Advocacy, Funding and Accountability Committee and Executive Director.
- Initiate legislative action as directed by the Advocacy, Funding and Accountability Committee and the Executive Director.
- Coordinate statewide public policy and legislative advocacy initiatives and activities through ICADV's membership by implementing ICADVs public policy platform on current issues and trends.
- Respond to emerging public policy issues that impact ICADV's mission by researching, analyzing and assessing laws, policies and system responses to survivors and their children.
- Staff Advocacy, Funding and Accountability Committee.
- Develop and distribute technical assistance and training materials
- Participate in committees, commissions and task force work as needed and assigned.
- Represent ICADV on policy committees and conduct advocacy on behalf of ICADV with national and state policy leaders.
- Promote government funding to support direct services of member programs.
- Organize and present testimony to legislative committees as required.
- Organize and present information to governmental agencies or other stakeholders as required.
- Research case law effecting domestic violence survivors in Illinois.
- Coordinate the Virtual Legal Clinic project, including recruitment and orientation of pro bono attorneys, orientation and training of member programs, oversight of software development, and other tasks as necessary for successful implementation of the project.
- Perform other duties as may be necessary or assigned by the Executive Director.

Knowledge Requirements:

- Working knowledge of domestic violence agencies and local advocacy programs.
- Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
- Thorough understanding the Illinois Domestic Violence Act, family law, civil procedure, evidence, ethics, familiarity with criminal law which effect victims of domestic violence and the agencies that serve them.
- Knowledge of Illinois courts, laws and procedures.

Skills Requirements:

- Excellent oral and written communication skills which demonstrate a commitment to professionalism.
- Appropriate conflict resolution methods which lead to positive solutions.
- Critical thinking skills which allow for enhanced ability to understand and interpret complex legislation, rules and regulations.
- Knowledge of day to day use of Microsoft Office suite of software applications and use of Adobe Acrobat.
- Outstanding organizational talents which allow for efficient work flow and effective management of many concurrent projects.

- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations and government agency that supports effective negotiation and networking necessary for advocacy with internal and external stakeholders
- Strong presentation skills necessary for effectively training participants in the areas of advocacy, legislative process, and other policy areas.

Physical Requirements:

- Occasional lifting of light boxes may be requested.
- Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.
- Ability to regularly work off site as needed.

Special Demands:

- Juris Doctorate degree from an accredited law school and current license to practice law in Illinois is required for this position.
- Willingness and ability to travel with occasional overnight stays.
- Flexible scheduling to allow for work outside of ICADV regular business hours as requested by the Executive Director.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, cooperative, non-smoking, feminist-centered environment.

Sources:

- The Director of Policy takes direction from, reports to, supervised by and is evaluated by the Executive Director.

Accountability:

- Must make independent decisions based on policy goals of ICADV.
- Must be available to work flexible hours during legislative session.
- Must be able to advise Advocacy, Funding and Accountability Committee and Executive Director on legislative and administrative issues that affect program services and funding.

ICADV is an equal opportunity employer.

Created: December 2011

Revised: January 2011, March, 2013; July 2014; January 2016; July 2016