



Job Title: Director: Policy

Job Summary: The Policy Director will lead engagement and advocacy efforts with city and county level officials and agencies with a key focus on building support for revenue generating strategies to support public investment in young people. The Policy Director will support the Chief Executive Officer (CEO), Managing Director: Public Engagement, and the Chief Impact and Strategy Officer (CISO) as they lead engagement with local school boards and superintendents, and with City and County officials. The Policy Director reports to the Managing Director: Public Engagement.

Essential Duties and Responsibilities:

Policy Development, Prioritization, and Advocacy

- Lead development of advocacy plans with a primary focus on leveraging funding for Future Ready priorities within the city/county legislative process. Secondary priorities include supporting the CEO, Managing Director of Public Engagement, and the CISO in their engagement with school board/superintendents; and state-level coalitions as appropriate.
- Oversee and/or conduct policy research and policy analysis to identify the most promising policy solutions and strategies that will help achieve Future Ready priorities.
- Assess viability of proposed policy solutions using a deliberate set of criteria including political feasibility, impact, cost, and anticipated support from partners.
- Coordinate implementation of advocacy strategies/campaigns including development of research briefs, communications strategies, engagement efforts and direct advocacy with decision-makers.

Partner and Community Engagement

- Build relationships with Future Ready partner agencies and leaders (e.g. policy directors).
- Create communications and engagement mechanisms with Future Ready partner organizations to build support for revenue generating strategies.
- Build advocacy awareness and engagement of Future Ready Partners organizations through advocacy training, coaching, and peer support.
- Support Future Ready Partner engagement with policy-makers through coordination of roundtables, briefing, one-on-one and group meetings, as well as individual agency outreach to policy makers.

Policymaker and Public Agency Engagement

- Cultivate and maintain relationships with elected officials and their staffs to include city council members, county commissioners, local school boards, superintendents and other decision-makers.
- Educate policymakers about the mission, operations, and accomplishments of UP Partnership and Future Ready Bexar County through in-person meetings, public testimony, presentations, round table discussions, workshops, events, editorial content, and site visits.

- Support the CEO, MD and CISO in cultivating relationships with key state elected officials, including state representatives, the Governor's office, and members of the Administration.

Communications

- In collaboration with the Communications team, lead all advocacy communications with Future Ready Partners, community stakeholders, and decision-makers.
- Oversee the development of policy materials (e.g, fact sheets, briefing materials, presentations).
- Prepare and deliver internal and external policy communications.

Sustainability and Operations

- Support grant writing and organizational growth planning.
- Maintain an attitude of complete ownership of team results and outcomes.
- Positively contribute to organizational culture and model UP Partnership values.
- Lead and/or support other UP Partnership initiatives and priorities as needed.

Most Critical Competencies:

- Policy Development: understands the policy development process and is able to lead others in learning and practicing these skills and able to quickly and accurately develop policy briefs, reports, and external communications
- Advocacy/Community Engagement
- County K-12 and Higher Education Institutions/ Systems/ Policies
- Influence others to catalyze action
- Generates new insights by leveraging knowledge, observation, intellectual agility, and data
- Demonstrates Results-oriented Discipline
- Project Management
- Is a Perceptive, Strategic Systems Thinker

Position Details:

The Director of Policy position is a full-time, permanent, benefits eligible position. Anticipated start date is on or before April 15, 2024. Annual salary range is \$77,000-\$88,000 depending on experience. All UP Partnership staff are currently working on a hybrid schedule blending in-office and remote work. **To apply for this position, please visit our [Career Portal](#) to submit your cover letter and resume.**

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.