



### Policy/Advocacy Director – 1.0 FTE

Responsible for coordinating the Coalition's policy and grassroots advocacy efforts, strategic policy plan development/execution, grassroots building and management, and outreach to partner/potential partner organizations. Supports the Executive Director and Deputy Director in the policy and grassroots planning and development for the Coalition.

#### Responsibilities:

- Coordinates and manages the policy/advocacy efforts of the Coalition
- Tracks and analyzes all relevant national, state and local legislation and information regarding tobacco control. Provides timely legislative updates to the Coalition Board, members and the policy/advocacy workgroup
- Educates legislators, through testimony and by other means, on tobacco-related issues and seeks passage or defeat of all relevant legislation
- Coordinates the development and implementation of strategic issues-based campaign plans
- Coordinates the planning and implementation of advocacy events
- Works with all relevant state Coalition partners and builds alliances to support local and legislative priorities
- Builds and coordinates a strong and diverse tobacco control policy/advocacy workgroup.
- Works with the volunteer chair of the policy/advocacy workgroup to facilitate meetings, and implement programs/strategies devised by the workgroup
- Works with possible communications contractors and local media to develop and maintain communication activities pertaining to policy
- Works with possible policy consultants and paid lobbyists to coordinate and implement strategic plan and to implement strategies to defeat or pass legislation as necessary
- Assists with database development, conversion or enhancement
- Recruits, supports, and manages grassroots advocates to build a vibrant advocacy base
- Manages the grassroots database and e-advocacy system
- Develops and delivers ongoing advocacy training and technical assistance to Coalition member agencies and island coalitions
- Provides technical support to local island coalitions and member agencies.
- Assists the Executive Director in representing the Coalition before all relevant government bodies and elected officials
- Assists the Executive Director to ensure that all legal requirements for non-profit advocacy are followed and reported
- Report on policy and advocacy activities to funders and Coalition Board
- Other duties as assigned

#### Desired Qualifications:

Bachelors degree, masters preferred, and two or more years of experience in policy and/or communications. Experience working within diverse communities a must. Strong familiarity with tobacco control, community building and legislative process desired.

Strong organizational, interpersonal, supervisory and communications skills; ability to manage multiple projects and respond to changing needs; flexible and able to work independently and as part of a team; proficient knowledge of office equipment; computer literate.

Evening, weekend and holiday work and travel to the neighbor islands and mainland may be required. Valid driver's license, access to, and use of, a dependable insured vehicle.