



## **JOB ANNOUNCEMENT**

**Position:** Chief Policy and Advocacy Officer

**Reports to:** Chief Executive Officer

**Type:** Full-Time Exempt

## **ORGANIZATION DESCRIPTION**

Opened in 1998, San Francisco SafeHouse is a 501(c)3 non-profit program that provides supportive services to homeless women surviving sexual exploitation. San Francisco SafeHouse offers both transitional housing and a day program, The Hope Center. SafeHouse staff provide guidance through the women's recovery providing a gender specific response to sexual exploitation, homelessness, and trauma. At both programs, participants are offered therapy, intensive case management, trauma informed groups, and a wide array of other services.

## **POSITION DESCRIPTION**

The Chief Policy and Advocacy Officer is responsible for public policy and advocacy leadership including handling government relations, mobilizing support for the agencies government policy priorities, participating and leading local coalitions, and increasing advocacy for anti-human trafficking, anti-violence, women's, and homeless issues. The Chief Policy and Advocacy Officer will work closely with the Chief Executive Officer, the Senior Leadership Team, the Board of Directors, and external stakeholders to further advance the anti-trafficking field through policy and advocacy. This position reports directly to the Chief Executive Officer.

## **SCOPE AND RESPONSIBILITIES:**

### **Government Relations and Public Policy (60%)**

- Provide overall policy leadership including legislative and advocacy recommendations to the Chief Executive Officer, Senior Leadership Team, and Board of Directors.
- In coordination with the Chief Executive Officer and the Board of Directors, develop and implement legislative and public policy positions and strategies, including advocating for shifts in public policy and allocation of budget appropriations.
- Develop key relationships with local, state, and federal officials and staff to advance anti-trafficking policy goals and priorities.
- Monitor and analyze local, state, and federal legislative actions in areas relevant to anti-trafficking, anti-violence, women's and homeless issues.
- Draft local, state, and federal policy agendas
- Act as policy liaison to key internal and external audiences, and serve as one of the public faces of the agency

### **Advocacy (40%)**

- Mobilize support for agency's anti-trafficking, anti-violence, women's and homelessness priorities.

- In partnership with Chief Development Officer, lead strategic messaging and communication efforts, including creating one-pagers, talking points, presentation decks, and policy briefs.
- Participate and lead local coalitions and coordinate advocacy events
- Prepare, execute, and measure agency's advocacy efforts and impact
- Serve as member of the Senior Leadership Team
- Adhere to highest ethical standards and business practices and ensure that behavior is consistent with the values of the agency.
- Establish and maintain positive working relationships both internally and externally, and that ensure that all communication is in line with the values of the agency.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in public policy or a related field highly preferred
- Minimum of five years of experience working with local and state government officials
- Outstanding interpersonal and communication skills, with ability to inspire others and negotiate conflict with finesse
- Have outstanding team-building and leadership skills with the ability to think ahead in making social change

**COMPENSATION:** The salary range for this is \$175,000 annually. Benefits include vacation and health/dental/vision insurance.

San Francisco SafeHouse is an equal opportunity employer. All interested individuals, including survivors, people of color, women, persons with disabilities, formerly incarcerated people and persons who are lesbian, gay, bisexual, transgender and/or intersex are encouraged to apply.

**SPECIAL ADA REQUIREMENTS:**

San Francisco SafeHouse is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disability, and will make reasonable accommodation when necessary. Position requires both standing and sitting and working at a keyboard for extended periods of time.

**TO APPLY:** Send a cover letter, resume and contact information for 3 references to [careers@sfsafehouse.org](mailto:careers@sfsafehouse.org)