



Job Description ~ Open Position *Director of Policy & Advocacy*

Reports to	Chief Executive Officer
Qualifications	<ul style="list-style-type: none"> • Previous policy knowledge, experience with grassroots organizing, and lobbying experience; • Exemplary writing skills, strong organizational and speaking skills, experience supervising a team, and self-motivation; • Must openly embrace working with all people, regardless of age, gender, race, religious background, immigration status, sexual orientation, gender identity and expression, ability, or health status; • Proficient computer skills and capable of working remotely; • Reliable transportation, a good driving record, and a valid driver’s license; • Must pass drug and background screenings; • People living with HIV, people of color, and LGBTQ people are encouraged to apply.
Overall Mission	AIDS Alabama is seeking a full-time employee to lead the agency’s Policy & Advocacy Department. This person will manage state and federal policy efforts and advocacy initiatives that affect persons living with or disproportionately impacted by HIV, with an emphasis on LGBTQ, Black/African American, and Latinx communities.

Areas of Responsibility

1. Manage the day-to-day operations of the Policy & Advocacy department including supervising a team comprised of Enroll Alabama, Latinx outreach and advocacy, community mobilization and voter engagement efforts, harm reduction advocacy, and other social justice advocacy initiatives;
2. Work closely with the CEO to coordinate national advocacy efforts related to housing, healthcare, comprehensive sexual health education, appropriations, and other key issues;
3. Be an engaged member and agency representative to national groups, including the AIDS United Public Policy Council and the Federal HIV/AIDS Policy Partnership, among others;
4. Stay informed of recent state and federal HIV-related policy changes and analyze their impacts;
5. Work with national, state, and local organizations and allies to form coalitions;
6. Convene the Alabama HIV/AIDS Policy Partnership (AHAPP) and help set the agency’s annual policy agenda;
7. Plan, implement, and manage a grassroots strategy that empowers people living with HIV to be trained advocates and facilitate the Positive Leadership Council;
8. Plan, implement, and manage an annual advocacy event at the state capitol for several hundred statewide advocates;
9. Be comfortable with public speaking and be capable of creating and conducting presentations to audiences of all sizes;
10. Write high-level grant applications, including federal grants, and oversee all reporting requirements;
11. Manage a departmental budget and maintain accurate funding reports;

12. Be willing to travel in and out of state as needed, including to Montgomery and Washington, D.C., for legislative visits;
13. Conduct all other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be independently mobile including climbing stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all trainings in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

Benefits

- AIDS Alabama offers competitive compensation packages, including health, vision, and dental plans; flex time, generous PTO, and extended illness policies; 14 paid holidays a year; life insurance and disability policies; and an employer-matched 401K plan;
- The expected salary for this position is dependent upon experience with a chance for annual performance-based merit increases;
- AIDS Alabama staff receive frequent opportunities for professional development and skill-building.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama/AIDS Alabama South is an equal opportunity employer.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date