Job Opening – Policy Director

Job Title: Policy Director
Organization: Rhode Island League of Cities and Towns (https://www.rileague.org/)
Location: 1 State Street, Providence, RI 02908
Salary: Competitive salary and benefits, dependent on experience
Start Date: ASAP
Full Time Permanent

JOB DESCRIPTION
Summary/Objective
For more than fifty years, the Rhode Island League of Cities and Towns has served as the unified voice of local government in Rhode Island. It is charged with representing the interests of municipalities before state and federal government.

The League has a vacancy for the Policy Director, an important member of a small and very active office. The Policy Director assists the Executive Director in developing the League’s state policy and legislative agenda and represents League interests before state legislators, agency staff and regulators. The Policy Director promotes the League as an authoritative source of information on local government and builds collaborative working relationships with state officials, legislators, municipal members and staff and the League’s affiliate organizations.

Essential Functions
1. Researches and analyzes state and national legislative proposals, rules and regulatory actions for their fiscal and operational impacts on cities and towns. Produces memos, bill summaries, reports and policy briefs for policymakers, League members and the public, as necessary.
2. Represents League interests before the Rhode Island General Assembly, providing written and verbal testimony for committee hearings and maintaining ongoing contact with legislators and staff. Works with municipal officials to coordinate their participation on priority legislation, including drafting talking points, council resolutions and other materials.
3. Works with state agency personnel to represent local governments’ needs and perspectives in state budget development, policymaking, regulations and other initiatives.
4. Monitors and tracks legislation, policymaking and regulations through the legislative and agency processes. Communicates regularly with League members about legislative, policymaking and regulatory activity and developments.
5. Develops and maintains respectful working relationships with municipal officials and staff, legislators and staff, state agency personnel, affiliate organizations, regional state municipal leagues and the National League of Cities.

6. With the Executive Director and League’s Legislative Committee, surveys League members for legislative and policy priorities and develops the annual legislative agenda. Assists in drafting annual Legislative Priorities document and additional explanatory policy briefs and memos, as necessary.

7. Represents League and municipal interests on state policy and advisory boards and commissions. Reports the agenda and activity of boards and commissions to the League Executive Board and League members.

8. Serves as liaison to League affiliate members, including providing legislative updates and information, as necessary.

9. In collaboration with the Director of Membership Services and Training, assists in training municipal officials and staff on recently enacted legislation, legislative advocacy, state budget, priority policy topics, regulations and state government operations.

10. Responds to member inquiries for information or support in a timely fashion.

**Competencies**

1. Strong written and verbal communications skills
2. Substantive knowledge of state legislative, policymaking and rulemaking processes
3. Knowledge of state laws, policies and regulations pertaining to municipal government, finance, personnel and operations
4. Experience in policy research and development, including writing reports, briefs and memoranda
5. Experience in legislative advocacy
6. Knowledge of / experience in municipal government
7. Ability to work with numerous stakeholders to forge consensus
8. Strong organizational skills and ability to manage multiple projects simultaneously
9. Computer proficiency, including Microsoft Word, Excel, PowerPoint
10. Self-starter, ability to work independently

**Education and Experience**

**Required:** Bachelor's degree in relevant field (public administration, public policy, political science, finance, business administration, communications, related field preferred). At least five years of experience in policy development and/or issue advocacy. Knowledge of municipal government and operations, preferably municipal finance and/or labor relations.

**Preferred:** Graduate/advanced degree in relevant field (MPA, MPP, JD, MBA or other master’s degree). Direct experience in municipal government.

**Supervisory Responsibility**

This position has no direct supervisory responsibilities. The Policy Director may be asked to provide oversight of fellows/interns, as well as serve as a facilitator /convener for projects involving multiple stakeholders.
**Work Environment**
This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, smart phones, photocopiers, and other presentation materials.

**Position Type/Expected Hours of Work**
This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. Evening work will frequently be required when the Rhode Island General Assembly is in session (generally Tuesdays through Thursdays, from January to June).

**EEO Statement**
The Rhode Island League of Cities and Towns provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, age, disability, or genetics.

**Other Duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply**
Please email a letter of interest and resume to mail@rileague.org by January 29, 2021.