



Advocates for Justice and Education, Inc.

The Parent Training and Information Center for the District of Columbia

JOB ANNOUNCEMENT FOR FULL-TIME DIRECTOR OF ADVOCACY

In 1996, Advocates for Justice and Education, Inc. (AJE) was created to increase parental participation in their children's education. AJE's mission is to empower families, youth, and the community to be effective advocates to ensure that children and youth - particularly those with disabilities and special health care needs - receive access to appropriate education and health services. AJE has designed all of its programs and services to increase parents' knowledge and capacity to advocate for their children and build community power to achieve systems change, eliminate barriers, and dismantle educational and health inequities in DC. We utilize a multi-strategy approach to achieve our mission: *Direct Services* to address a family's immediate issue; *Training* to increase parents' knowledge and capacity to self-advocate; and *Advocacy*, in partnership with families and other stakeholder partners, to bring about systemic changes through policy, legislation, and litigation.

JOB SUMMARY:

AJE seeks a Director of Advocacy to lead the work of its advocacy program which builds upon the foundation of AJE's mission and approach to supporting families in DC. The goal of the advocacy program is to effectively engage parents in advocacy efforts beyond their individual issues to collective systemic issues to achieve educational and health equity through systems change. The Director of Advocacy will have a strong focus on building and maintaining relationships and leading the implementation of the advocacy program plans, including parent organizing initiatives. The Director of Advocacy reports to the Executive Director and serves on AJE's management team.

PRINCIPAL RESPONSIBILITIES:

- Supervise AJE's organizers (parent and community), lead Parent Ambassador and policy interns.
- Manage AJE's advocacy/policy campaigns, projects (including education justice, health equity school -based advocacy projects), and initiatives.
- Serve as lead strategist on AJE's advocacy/policy campaigns and organizing initiatives.
- Develop strategies and solutions for advocacy/policy issues that are important to AJE's families and identify tools needed to leverage and maximize family-led advocacy efforts.
- Develop, conduct, and evaluate training programs for families to build knowledge and capacity to engage in relevant organizing and advocacy efforts.
- Track, monitor, analyze and respond to federal and local education/special education and health issues that affect AJE families.
- Help build a cohesive and strategic advocacy/policy agenda that complement a family-led advocacy agenda, write, and present testimony, and create advocacy and policy fact sheets and publications.
- Build and maintain relationships with partner organizations, coalitions, foundations, schools, government agency directors and staff, elected government officials and other key stakeholders.
- Develop and implement outreach plan to families, schools, agencies, health care providers, professionals, and other stakeholders.
- Represent AJE in groups, coalitions, committees, etc. relevant to achieving programmatic goals.
- Help develop and strengthen AJE's brand and messaging, and support AJE staff in their communications.
- Lead in the development of compelling narratives around AJE's campaigns and ensure all actions and messaging reinforce AJE's brand and values.
- Support interoffice communication about events, campaigns, legislations and other AJE activities.

- Assist with maintaining an effective organizational social media presence and produce web content, including newsletters, blogs, etc.
- Assist the Executive Director in developing program budgets, fundraising plans, soliciting funds, writing proposal to support AJE's advocacy program and overall fundraising work.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree required. Graduate degree preferred.
- Five years of progressively responsible leadership experience in community organizing, union organizing, issue-based advocacy or policy work that engages the public.
- Two- Five years of management experience.
- Experience in project development, implementation, and management.
- Experience working and communicating with diverse stakeholders (e.g., families, school personnel, health professionals, government officials, funders, etc.) and in leading successful advocacy campaigns.
- A commitment to a progressive vision of racial, social, and economic justice and deep understanding of how these intersect, especially around issues of education, disability, and health.
- Experience with resource development, grant writing, budget development, program reporting, etc.
- Excellent public speaking and presentation skills, as well as strong written communication skills.
- Ability to independently plan and manage multiple tasks, projects, and priorities effectively to meet deadlines.
- Strong interpersonal and communication skills; ability to interact professionally and work collaboratively with people from diverse backgrounds and communities.
- Strong computer skills, including proficiency in Microsoft Office; experience with data management systems, data analysis tools, social media platforms and other electronic/online tools, including websites and texting apps.

PREFERRED QUALIFICATIONS:

- Familiarity with the unique challenges facing DC communities
- Familiarity with education, special education, health care and disability service delivery systems in DC

SALARY & BENEFITS: Salary is commensurate with experience. Benefits include employer contributed medical, dental, and vision insurance, paid basic life insurance policy, 401k with employer contribution, paid annual and sick leave, and federal/local holidays off.

TO APPLY:

Applicants should e-mail a resume, cover letter and three references to information@aje-dc.org with the subject line: **Director of Advocacy – [your last name]**. We will accept applications until the position is filled. **We will begin scheduling interviews on January 31, 2022.**

Advocates for Justice and Education is an Equal Opportunity Employer. We strongly encourage women, persons of color, LGBTQ+ individuals, persons with disabilities and persons from other underrepresented groups to apply.