

The United Planning Organization (UPO) is the designated Community Action Agency for the low-income residents of Washington, DC. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.” UPO is one of our nation’s more than 1,000 Community Action Agencies (CAAs) dedicated to fighting the war on poverty. Established under President Lyndon B. Johnson in 1964, CAAs have provided direct support to more than 34 million people in need.

### **UPO’s Community Action Promise**

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Director, Legislative Advocacy  
**DIVISION/OFFICE:** Office of the Executive Vice President & Chief Impact Officer  
**BULLETIN No:** 8042022  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** April 22, 2022  
**CLOSING DATE:** Open Until Filled  
**FIRST SOURCE:** N/A

### **MAJOR DUTIES:**

Conduct the research requisite for legislative advocacy by UPO by analyzing local and national legislative matters and their impact on people experiencing poverty and those living in underrepresented communities. Identify the combination of policy actions, changes in laws, changes in regulations, models of public administration, actions of public officials and official decisions/ actions requisite to address systemic inequities. Engage diverse perspectives of stakeholders, board members, staff and residents regarding systemic issues that cause persistent poverty. Produce legislative advocacy work products and collateral and also mobilize staff, customers, board members and key stakeholders to conduct legislative advocacy. Develop legislative advocacy standard operating procedures to be employed by UPO and also recommend priority areas for legislative advocacy initiatives that address systemic challenges faced by residents of Washington DC who have low incomes. Elevate the perspectives and voices of people who have low incomes in order to increase the awareness of public officials.

### **BRIEF DESCRIPTION:**

Advise UPO leadership, staff and Board of Directors concerning legislative advocacy matters of relevance to the organization. Provide thought leadership in writing and through speaking engagements on issues of legislative advocacy and systemic challenges faced by DC’s residents who have low incomes. Prepare and deliver testimony before the DC Council, boards, legislative councils, commissions, committees, and other organized bodies that influence systemic factors that impact DC residents who have low incomes, and who live in underrepresented communities. Engage District and national stakeholders to advocate for the mitigation of systemic inequities facing the District’s residents who live in underrepresented communities and those who have low incomes. Develop and

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execute a long-term strategic plan for legislative advocacy for UPO in consultation with UPO's Executive leadership and Board of Directors. Leverage UPO's expertise and operations in community action to engage and inform elected officials and policy makers about the impact of existing programs and policies, and point out opportunities for alternate actions and policies that improve the prospect of self-sufficiency for DC's residents who have low incomes. Develop and manage UPO's President and CEO, executive staff, and board relationships with elected officials, staff, and other policy makers with the objective of keeping them well informed about the systemic challenges faced by UPO's customers. Develop legislative advocacy on behalf of UPO and its customers for editorials, presentations, workshops, conferences, and other channels that inform decision makers and the broader public about the impact of systemic inequities faced by UPO's customers. Partners with UPO's Communications team and serve as the point of contact for legislative advocacy focused media.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in public policy and/or social sciences. Demonstrated experience in policy analysis and legislative advocacy. Five (5) years of increasingly progressive experience engaging stakeholders to achieve common legislative goals. Experience planning and coordinating stakeholders towards achieving common goals.

Must have effective organizational and professional communication skills, both written and oral. Must be able to make oral presentations. Must have ability to work in a team environment and lead projects. Must have ability to work under pressure and coordinate the contributions of a diverse work team. Must have the mobility to commute to program or other sites. Must be available to work some evenings and weekends. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

Must have excellent working knowledge of MS Office (Word, Excel, Outlook, Power Point, Project, Visio, etc.) and ability to use/learn electronic time-keeping program. Must be able to perform administrative office tasks that are necessary for the effective performance of the Legislative Advocacy role.

**DESIRED QUALIFICATIONS:**

Advanced degree (such as a masters degree) in public policy, public administration, or social sciences and five (5) years of related legislative advocacy experience; or Law degree.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position *IS NOT* covered by the collective bargaining unit of the CWA Union**

**To be considered for this position**  
**Submit your cover letter and resume to the Career Center**

[Apply Here](#)

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

**Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

**ALL VISITORS TO UPO FACILITIES:**

**Must Wear a Mask While on UPO Premises; Must Practice Social Distancing; and, Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**