Policy Director

Organization Overview

Launched in 2020, Oregon Consumer Justice (OCJ) is a new nonprofit organization committed to ensuring that all people in Oregon experience a safe and fair marketplace, especially those historically excluded from participation. We advance the rights of consumers through advocacy, research, education, and engagement, and work to bring consumer justice into balance for all Oregonians. We strategically focus on opportunities to:

- **balance the system** by advocating for laws that fill in gaps and address consumer needs.
- **share information and learning** to facilitate awareness and understanding with partners and policymakers to achieve more equitable outcomes.
- **build and strengthen actionable pathways** so that everyone can access the resources they need.

These are just some of the spaces where Oregonians experience unfair business practices: payday loans, debt collection and credit reporting, deceptive student loan services, hidden banking and credit fees, mortgage, housing, insurance and construction fraud, imposter scams, illegal towing, misrepresented medical and travel services, telecom monopolies and other antitrust violations, securities and brokerage account misconduct, dishonest auto sales, repairs and financing.

The need for consumer justice is everywhere - and the majority of need isn’t being met. OCJ wants to change that by building an equitable and sustainable ecosystem that works for every Oregonian; one that puts people first, makes sure that every financial and business transaction is fair and safe, and that consumers have recourse when their rights are violated.

*OCJ is an equal opportunity employer. We endeavor to celebrate the diversity and lived experiences of all members of our nation and community without regard to race, color,*
religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, or record of arrest or conviction.

We seek to build a team that reflects that diversity. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

Position Overview

The Policy Director leads the development, execution, and evaluation of OCJ’s policy work, including:

- Analysis and advocacy, working closely with member agencies and in numerous strategic collaborations to influence legislative and budget outcomes,
- Developing meaningful consumer justice policy research resources, collaborating with universities, researchers and organizational partners, and
- Designing and executing pathways for learning for policy-makers and others to positively impact vulnerable Oregonians.

The Policy Director works in partnership with OCJ’s senior management team, coalition partners, and others to develop a strategic, innovative policy portfolio and holistic approach at the state and local levels. The Policy Director is a senior level professional with extensive consumer policy development and research experience who oversees activities related to state and federal consumer care coverage and programs, collaborating with OCJ leadership to focus on areas with the greatest immediate impact and long-term benefit to Oregon consumers, particularly those historically excluded. Leveraging a strong understanding and deep knowledge of consumer policy/practice expansion, state activities, and other issues, the Policy Director will lead a team by providing strategic direction and thought leadership on the relevant issues, building a multi-year policy research agenda and prioritizing activities of the team to reflect the OCJ goals and vision. The Policy Director is a proven manager who will supervise, mentor, and lead a team that includes policy associates, contractors, and volunteers. This individual must, therefore, demonstrate a strong commitment to fostering equity in all of its forms in the policy department’s internal operations, including, most fundamentally, racial equity. The Policy Director must also actively participate in work to promote diversity, equity, and inclusion (DEI), and extend a DEI lens from internal operations to the OCJ’s external work.

Importantly, OCJ sits at the intersection of law, policy, coalition and community advocates and Oregon consumers, particularly those most historically oppressed. All roles at OCJ will require empathy, collaboration and conversation across workstreams and teams to
activate the consumer justice ecosystem in Oregon, and will require radical listening, adaptive communications skills, openness to learning and growth, a capacity to embrace discomfort and resolve conflicts, racial awareness and experience recognizing intersectionality and identity, personal reflection and openness to change, and be ready to apply an equity lens to your interactions and work.

As a director of this new organization, the Policy Director will also participate in the recruiting and hiring of the organization’s Executive Director and key staffing. This position is a unique opportunity to change the face of consumer protection in Oregon by collaboratively and creatively leveraging an unprecedented amount of resources to create a powerful and equitable new advocacy unlike any this state has seen, designed to defend people and communities regularly targeted by a range of powerful forces in our state.

**Budgetary Control**
The Policy Director is responsible for building and managing the department’s annual budget under the supervision of the CEO and provides frontline approval on department-related expenditures.

**Major Duties**

**As a manager, the Policy Director:**
- Partners with the Policy Team to build and implement a clearly defined policy program plan that incorporates effective advocacy strategies, establishes realistic objectives, measures overall progress against short term and long term goals, and generates reports that analyze program impact.
- Coordinates with senior leadership to build and support a high impact, diverse, equitable, inclusive, and qualified Policy Team.
- Partners with the Legal, Mobilization, Campaign and Communications teams and other staff to develop clear roles, expectations, divisions of labor, and measurements of success for the Policy Team staff and program work.
- Effectively manages relationships with pro bono attorneys, lobbyists and volunteers to expand capacity, as appropriate.
- Employs a coaching mentality in growing and leading the Policy Team, with a focus on ongoing professional development.
- Supervises the day-to-day operations of the Policy Program, including establishing the systems and the goals to manage the policy portfolio and assure quality control.
- Ensures that the program is fully compliant with the Oregon ethics and lobby reporting requirements.
Define and establish objectives and processes for the team. Effective systems and protocols for managing policy requests, active policy advocacy, and policy research, and for preparing all pertinent memos, testimony, and correspondence.

As our lead lobbyist, policy researcher and policy maker expert, the Policy Director:

- Develops and implements OCJ’s non-partisan, consumer-centered legislative agenda utilizing appropriate strategies and tactics; lobbies members of the legislature, their staff and the Governor’s office; analyzes and tracks legislation, drafts amendments and prepares and delivers both written and oral testimony.
- Identifies and helps defeat legislation that threatens consumer rights and/or is harmful for Oregon consumers, especially those with the least consumer protections.
- Conducts policy analysis, develop new policy frameworks, issues briefs and reports, and engages the field, key education organizations and coalition partners to collaborate on developing strategic policy guidance.
- Builds trusted relationships with lawmakers, agency decision-makers, staff, the Governor’s office, lobbyists and other stakeholders by providing clear, fact-based analysis and resources, and supporting strategic communications.
- Develops strategies to advance the OCJ’s goals and works in partnership with allied organizations, individuals, and diverse coalitions.
- Effective manager who recruits, vets and manages a Policy Team including staff, contract lobbyists and advisors, and staffs and coordinates the OCJ Policy Board, board committee and/or necessary work groups to achieve policy goals and broad support.
- Participates in interim legislative activity; attends legislative hearings and participates in policy-related workgroups, coalitions and meetings.
- Responds to media requests on policy issues and represents the OCJ at events, forums and meetings.
- Drafts new legislation and policy language and amendments to existing laws and policies.
- Prepares written materials, in collaboration with the Communication Director, if appropriate, including action alerts, talking points, issue briefs, reports, op-eds and website updates.
- Coordinates OCJ’s work on ballot initiatives and ballot measures in consultation with senior staff and Policy Team.
- Collaborates with other staff and partners to ensure the effectiveness of any and all other functions required for effective policy change, including but not limited to collaboratively developing policy research and policy education functions, community.
mobilization, consumer campaigns, targeted digital media, storytelling, and legislative education

- Identifies and implements tactics for members and supporters to engage in strategic policy advocacy.

**As an inclusive collaborator, the Policy Director:**

- Creates, sustains and engages inclusive spaces for all people by demonstrating a commitment to advancing racial equity, dismantling white supremacy, and operating with understanding of how power is manifested and justice restored in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, language, immigration status, national origin, and socioeconomic circumstances.
- Works to build and sustain diverse, equitable and inclusive coalitions for the advocacy and public education work of the Policy Program, in coordination with the affiliate’s integrated advocacy goals.
- Remain informed and responsive in strategy and communication to policy developments that impact the sector and present opportunities for OCJ
- Represents the OCJ in key coalitions and coordinated advocacy campaigns.
- Ensures that internal/external stakeholder meetings are designed and facilitated effectively and inclusively.

**As a steward of dedicated resources, the Policy Director:**

- Develops an annual departmental budget and monitors departmental expenditures towards optimizing impacts
- Prepares reports and presentations, and has conversations required to ensure social and fiscal accountability across the organization and ecosystem

**Experience, Knowledge, Skills, And Abilities Required**

- Proven commitment to diversity, equity, and inclusion.
- Substantial experience in policy-related advocacy, including direct lobbying.
- Excellent problem-solving skills, ability to juggle multiple on-going projects, and exercise good judgment under stressful situations.
- Demonstrated success working with diverse populations, volunteers and staff to build and maintain successful teams, and demonstrate inclusion.
- Substantive knowledge of consumer law, acute awareness of gaps and opportunities for broader representation and protection, and ethical obligations.
- Demonstrated ability to work effectively and professionally with staff colleagues, impacted communities, coalition partners, elected officials and other policy makers with a commitment to the highest ethical standards.
Excellent organization and time management skills to manage and oversee work, as well as work, assuring timely completion of assignments and projects.

Demonstrated ability to effectively manage both personnel and a heavy work-load during legislative sessions.

Experience conducting and supervising complex policy research and analysis.

Measure the effectiveness of policy work/initiatives; define and lead change to meet objectives.

Excellent written and oral communication skills, including public speaking skills.

Availability to work from the state capitol in Salem during legislative sessions, to travel elsewhere, and to work extended hours, including evenings and weekends, as necessary.

Demonstrated commitment to the OCJ’s mission, and the ability to stay abreast of current affiliate priorities, including a wide range of civil liberties and civil rights issues.

Fluency in Microsoft Word and Adobe Acrobat.

Preferred Skills, Knowledge, And Abilities

- Knowledge of Oregon Constitution
- Experience working with marginalized or impacted communities, grassroots organizations, and non-govermental organizations.
- Warm, team-building, and collegial management style focused on recruiting and training staff to work collaboratively while ensuring accountability.
- Ability to mobilize diverse internal and external partners.
- Strategic, tactful, self-aware and authentic leader able to influence at the functional and organizational levels.
- Entrepreneurial, flexible, creative, energetic, hard-working and unafraid of challenges.

Personal Contacts

The Policy Director works closely with the Executive Director as well as the OCJ’s Board of Directors, senior management team members, and the Policy, Community Mobilization, and Legal Teams. The Policy Director will also work with clients, impacted community members, coalition partners, OCJ members, and elected officials to advance the affiliate’s policy goals.

Position Type & Expected Hours of Work

Full-time, exempt position with Monday – Friday work schedule based in Portland. During Oregon legislative sessions, the Policy Director is expected to work in the state capitol in Salem most days. Flexibility to work non-traditional office hours, including nights, weekends, and a willingness to travel within Oregon are required.
Work Environment
Work in state capitol building requires movement throughout the capitol and a shared workspace. Physical Activity that includes standing; walking; sitting; finger dexterity; repetitive finger motion; lifting or exerting force up to 25 pounds; reaching or stretching; climbing or balancing; speaking; hearing; seeing (close vision, focusing ability); frequent travel; frequent driving.

Supervisory Responsibilities
- Supervises one or two policy associates and contractors; pro bono attorneys and policy interns, as needed.
- Recruits and coordinates in collaboration with the CEO, the Policy Advisory committee and any necessary workgroups.

Education
Post-secondary school is highly desired. Juris Doctorate degree is preferred.

Total Compensation
Salary: $75,000 – 90,000 commensurate with experience
Relocation: Reimbursement available
Benefits: As we build our team, OCJ seeks to offer competitive health, short- and long-term disability, and life insurance as well as flexible spending accounts, a 401(k) plan, and generous time off policies.

Application Instructions
Affirma Consultancy has been retained by OCJ to assist in this search process. Applications, nominations and inquiries are invited. For full consideration, candidates should provide a resume and cover letter that addresses the responsibilities and qualifications described above which should be directed electronically to recruiting@affirmaconsultancy.com. Please include the job title "OCJ Policy Director" in the subject of your email.

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