

NC Budget & Tax Center

Public Policy Advocate/ Senior Public Policy Advocate

JOB POSTING

Work at the Budget & Tax Center

At the North Carolina Budget & Tax Center, we envision a state where every person can reach their full potential and achieve well-being through the support of trustworthy, anti-racist institutions and systems that we all participate in building.

The NC Budget & Tax Center is a non-partisan, non-profit organization that works to document fiscal and economic conditions in communities to support the work of people, organizations, and government to advance solutions to poverty and pursue racial equity.

The Public Policy Advocate Role

The **Public Policy Advocate** supports the legislative strategy of the organization to increase policymaker understanding and will for a state budget, state tax code and public policies that reduce poverty and advance well-being in collaboration with partners from aligned organizations, communities and individuals engaged in our work.

The **Public Policy Advocate** will manage and schedule legislative meetings, support advocacy trainings and events, monitor legislative activity and produce analysis of legislative proposals to build understanding of the policy impacts in order to develop legislative champions, strengthen connections across issues our partners work on and mobilize people to engage in the legislative process.

The Public Policy Advocates will support the coordination and alignment of trusting partnerships with organizations and individuals through coalition meetings, presentations, and shared work specifically around the state budget.

The **Public Policy Advocate** will work on a variety of projects, depending on the emerging needs of the organization. Likely areas of work in the near-term include:

- Supporting the implementation of a statewide policy campaign focused on stopping income tax cuts and ensuring the state budget advances well-being;
- Building the membership and increasing engagement in the People's Budget Coalition;
- Deepening the understanding and will of policymakers at the state and local level to a positive, proactive vision for public policy informed by people directly impacted.

The **Policy Advocate** is supervised by the Legislative Advocacy & Campaigns Manager, who sets the strategic direction and prioritization for the work.

Core Job Responsibilities:

- Build policymaker understanding and will for public policies that advance well-being, equitable outcomes and connect more people to the legislative policy process. *A Senior Public Policy Advocate will be responsible for greater ownership of relationship building and programming that builds the capacity of people to connect to the policy process;*
- Monitor legislative activity through management of bill tracking database and legislative calendar, along with coverage of legislative committees and floor debates.
- Support the development and implementation of policy campaigns focused on BTC policy priorities. *A Senior Public Policy Advocate will own special campaigns with significant responsibility for coordinating, building, and maintaining partnerships, planning and internal communication to align internal and external stakeholders to shared goals.*

- Build and deepen partnerships with organizations and local leaders and our networks to connect more people to the policy process and center solutions and experiences of people directly impacted by policy choices. *A Senior Public Policy Advocate will have responsibility for stewarding partnerships and coalition spaces to alignment and action on policy priorities;*
- Support analysis of legislative proposals, production of materials for legislative or other policymaker audiences to build understanding and will to act on policy priorities. *A Senior Public Policy Advocate will have responsibility for independent drafting of analysis of legislative proposals, identification of materials needed to support policymaker understanding and analysis and timely coordination to support creation and dissemination of communications to all stakeholders.*
- Collaborate with colleagues to respond to requests and advance shared goals around state fiscal policy, general state budget priorities, and taxation, when and as needed.
- Actively participate in team activities including those related to planning and program execution, staff development, partner support or other topics as they arise and as appropriate. and advancing racial equity at the organization. *A Senior Public Policy Advocate can supervise interns.*

What we're looking for

To be considered for this role, candidates must have demonstrated experience in effective advocacy and policy campaigning that builds public and policymaker understanding, partner alignment to and legislative will to advance public policy proposals through relevant work, volunteer or formal training.

This can include for a Public Policy Advocate:

- A master's degree and at least one year of relevant work or volunteer experience
- A bachelor's degree and at least two years of relevant work or volunteer experience
- At least three years of work or volunteer experience in an advocate, legislative or policy campaign role

For a Senior Public Policy Advocate:

- A master's degree and three or more years of professional experience
- A bachelor's degree and five or more years of work experience
- Or at least six years of experience

To be successful in this role, you are:

- Passionate about making North Carolina a place where public policy advances the well-being of all people and communities, as well as trustworthy, anti-racist institutions.
- Interested in the policy areas that our organization works on, including state taxes and public policies that support people with low and moderate incomes.
- Flexible and can adjust your plans to meet emerging needs and manage multiple projects to timelines and strategic goals
- Committed to authentic and equitable collaboration with co-workers and external partners.

Key skills and experience

We recognize that candidates may not be equally strong in all skill areas and may have additional qualifications that aren't listed here. If you are excited about this position, we encourage you to apply and to tell us in your cover letter why you think you're a great candidate.

- You have **demonstrated skills** in public policy campaign development and implementation, including a track record of partnership building and advocacy with policymakers and the policymaking process at the local or state level.
- You have **relevant issue area policy expertise** and demonstrated attention to policy detail, that includes an understanding of legislative procedure and rules, analysis of legislation and practice in power analysis and partnership building across issues.

- You have **command of effective project management** and balancing multiple tasks and prioritizing work that has the greatest impact for the goal.
- You are **very organized and pay close attention to detail**. You have experience prioritizing tasks to meet competing deadlines.
- You are an **excellent written and verbal communicator** and can distill complex policy analysis into meaningful and actionable findings.

Please also let us know if you have:

- Familiarity with the North Carolina legislative and budget process and knowledge of the landscape of organizations working on economic, social and racial justice in our state.

What Else You Should Know

We value the expertise, diverse perspective, and commitment to policy and systems change of our team members and align our benefits and compensation to be competitive. The organization provides 240 hours of paid time off annually, 100 percent coverage of employee health care, 14 paid holidays annually, and a \$3,000 employer contribution to retirement along with an additional match to employee contributions up to \$1,000 in addition to paid family leave and annual allocations for professional development.

We strive to create a work environment that encourages collaboration and experimentation, and supports professional growth. We are building practices in transparent decision-making and collaborative work planning and recognize that debating big ideas leads to better results and positively impacts our mission. We want our team to enjoy this work.

The NC Budget & Tax Center is a remote workplace of NC-based staff who attend in-person meetings in the Triangle approximately monthly. This position would also be required to be available for partner and policymaker meetings and engagement in and around the General Assembly in Raleigh with little notice.

APPLY NOW

Please submit the following materials via email to hire@ncbudget.org with the subject line: **Public Policy Advocate or Senior Public Policy Advocate to indicate the position you seek based on your experience.**

- Resume
- Cover letter explaining why you're interested in this position and why your experience makes you a great candidate
- A project or campaign plan that you developed

You can reach out to that same email with any questions.

Applications will be accepted until the position is filled. **Priority will be given to applications received by May 15th**

We anticipate reaching out to candidates for interviews by **the end of May**. We will update candidates about the status of their application as quickly as is reasonably possible and will notify all remaining candidates after the position is filled.

The NC Budget & Tax Center is an equal opportunity employer, and as such takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-578-9972.

Starting salary for the Public Policy Advocate is \$62,000 to \$72,000 depending on experience and skill sets and for a Senior Public Policy Advocate is \$72,001 to \$82,000. Both the Senior and Public Policy Advocate are exempt positions at the organization and in the bargaining unit, represented by the National Organization of Legal Service Workers, UAW Local 2320.