



Job Description: Political Director

POSITION OVERVIEW

The Political Director is responsible for overseeing and supporting Basic Rights Oregon's policy and organizing work. The Political Director will be a lead in our government relations work and work with program staff and our consultants to support Basic Rights' political priorities. The Political Director will also be responsible for staffing our PAC work and for developing approaches to policy change that center the leadership and meet the needs of LGBTQ Oregonians, especially LGBTQ people of color, LGBTQ youth, trans people, and LGBTQ people outside the Portland Metro area. The position will involve in-state travel and includes supervision of staff.

The Political Director will be part of our small, dynamic team. The ideal candidate is a hands-on leader who enjoys a diversity of work, engaging with community and coworkers collaboratively, and getting into the weeds recruiting volunteers, running phone banks, running lists, etc. as much as whitepapers and committee meetings.

This is a full-time, exempt position, reporting to the Executive Director.

Basic Rights Oregon is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

RESPONSIBILITIES

Policy & political work

- Work with state and local agencies to win policy change to advance the rights of LGBTQ Oregonians, especially transgender communities, and LGBTQ communities of color.
- Collaborate with volunteer leadership groups to vet proposed policies and coordinate execution of policy campaigns.
- Coordinate implementation of policy wins with partner organizations, state agencies, community leaders and other stakeholders. Explore possibilities of the

different roles Basic Rights Oregon can play in intake and referrals for policy related questions.

- Build and maintain an active Legal Group, to help the organization maintain a list of lawyers, willing to work with us in addressing the needs of the LGBTQ community.
- Coordinate BRO's support of political campaigns through recruiting volunteers, running VAN lists and working in coalition with other political organizations.
- Support Basic Rights' legislative agenda in partnership with government relations and program staff through policy research, coordinating with local and national partners, sourcing best practices, and other duties as assigned.
- Work with the chair of the Equality PAC to staff EPAC meetings, work with the staff of candidates running for office, engage PAC members and other BRO volunteers in supporting candidates, ensure a healthy schedule of PAC interviews during election season.
- Monitor school boards where there are efforts to pass anti-LGBTQ policy and mobilize BRO volunteers and partner organizations to provide a counterpoint and organize against those efforts.

Supervision & organizational leadership

- Supervise program staff, including regular supervision meetings, work planning, and evaluations.
- Collaborate with staff and volunteer leadership teams to develop long-term policy plans. Initiates and manages policy planning processes, including short- and long-term plans.
- Creates and tracks annual budgets for policy/political work.
- Coordinate closely with political staff and partner organizations to identify and pursue policy opportunities to advance LGBTQ equality, especially justice for transgender communities and LGBTQ communities of color.
- Represent the organization with partner organizations, elected officials, community leaders, coalitions, and other stakeholders as needed & appropriate.

Fundraising

- Work closely with development staff to ensure strong institutional fundraising for policy work, including grant writing, grant reports, site visits, funder briefings and more.
- Create fundraising plans to cultivate individual donor support through new and existing events and supporter interactions.

Other duties as assigned

QUALIFICATIONS

- Five or more years full-time community, labor or constituency organizing experience, or community-driven policy experience. **Must have strong background in conducting legislative, electoral and administrative policy change work.**
- Three or more years staff supervision experience. Demonstrated ability to manage a staff team driven toward shared goals.
- Experience working with communities of color and transgender communities. Strong understanding of key racial justice and transgender justice policy issues, especially policies related to health equity for transgender communities.
- Strong understanding of how homophobia, transphobia and racism operate and intersect; ability to operationalize that understanding in work plans and campaigns.
- Demonstrated ability to manage multiple projects, develop work plans and meet targeted goals and objectives.
- Ability to work both independently and collaboratively in a team setting.
- Commitment to the mission and goals of the organization, including commitment to anti-racism, engaging youth, fighting transphobia, and advancing LGBTQ equality.
- Ability to periodically work long hours, including nights and weekends.
- Strong written and verbal communications skills.

COMPENSATION

This is a director level position, with a salary range of \$60,000 - \$75,000, depending on years of experience. Medical, vision and dental provided, as well as generous paid time off.

To Apply

Please send a cover letter, resume and the names and contact information for three references electronically by July 15, 2021 to Janice Lorenzana at janice@basicrights.org. The subject line must include "Political Director-[Your Name]" to be considered.

ABOUT BASIC RIGHTS OREGON

Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, visit www.basicrights.org.