



**PROMO JOB ANNOUNCEMENT**  
**Manager of Public Policy and Advocacy**

**POSITION OVERVIEW:**

PROMO is Missouri's statewide organization advocating for LGBTQ equality through legislative action, electoral politics, grassroots organizing, and community education. Through the activities of both 501(c)(4) and 501(c)(3) entities, PROMO works to educate all Missourians about the importance of LGBTQ equality and to gain equal protection under the law for all LGBTQ Missourians.

PROMO seeks a Manager of Public Policy and Advocacy to manage the organization's Public Policy and Legislative Agenda and align it with public advocacy and community leadership. This includes short and long-term public policy and legislative goals, involving education, lobbying activities, building broad-based community support, and developing and maintaining relationships with key community stakeholders and leaders. We are hoping to hire two unique individuals to hold different issue interest areas related to LGBTQ policy, and work collectively to actively engage a diverse range of individuals and groups to build support for LGBTQ-inclusive policies and legal protections that benefit all members of the community.

Both positions are full-time and report to the Executive Director. The policy team will be comprised of these positions and PROMO's hired lobbyists in the Capitol. The positions can be based anywhere in Missouri, although presence in Jefferson City will be required when the legislature is in session. Travel will be necessary throughout the state.

**TO APPLY:** Interested applicants should send a cover letter and resume VIA EMAIL ONLY to [apply@PROMOonline.org](mailto:apply@PROMOonline.org). Please include the position title in the subject line. **Resumes received by December 6, 2021 will be given priority consideration. Applications and job posting will remain open until the position is filled.**

**POSITION DESCRIPTION**

Job Title: Manager of Public Policy and Advocacy

Job Term: Full-time, salaried, \$48,000 - \$55,000

Job Supervisor: Director

Job Location: Missouri, with in-state travel

**QUALIFICATIONS:** The ideal applicant is dedicated to building broad-based support for LGBTQ equality in Missouri, with a proven track record of goal-setting and execution with other nonprofits, social service agencies, campaigns, or political organizations. Focus is on building relationships and coalitions with organizations, businesses, and communities, mobilizing activists and developing leaders, and increasing member and activist bases across the state. These efforts will align with PROMO's short and long-term policy and legislative goals.

Applicants should have experience with non-profit organizations, social work, lobbying, organizing, campaign, or political campaigns.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Work Toward Public Policy and Legislative Goals**

1. Manage and lead policy and lobbying teams.

2. Build relationships to be seen as a well-established and highly regarded representative for PROMO whose views are sought out and carefully considered with regard to key policymakers and influencers in local and state government.
3. Build relationships within state-wide communities, train and advise leaders, to participate in LGBTQ advocacy efforts and campaigns
4. Research and develop an understanding of statewide legislation and local ordinances, rules, and procedures.
5. Monitor committee meetings, legislative action, and leadership priorities during the state legislative session as well as between sessions.
6. With support from the Communications team, write for all public policy related communications, including creating policy positions, testimony, speeches, letters of support, etc.
7. Collaborate with Policy Consultant to identify and leverage opportunities for institutional and administrative policy change.
8. Advise and support municipal governments in expanding protections and inclusive administrative policies for LGBTQ employees and residents.
9. Track and report activities to ensure compliance with state lobbying laws, including filing as a registered lobbyist for PROMO with the Missouri Ethics Commission.

### **Relationship and Power Building**

1. Outreach to a diverse range of individuals, communities, organizations, and groups, with an emphasis on developing and maintaining relationships and building advocacy momentum in the state.
2. Provide intentional space for decision makers, influencers, and stakeholders to learn, grow, and evolve on LGBTQ equality.
3. Mobilize the community networks and stakeholders to act together on a coordinated plan, both for long-term campaigns and rapid response policy/legislative needs. Be adaptable and leadable by community.
4. Build trust and credibility with stakeholders in urban, suburban, and rural areas quickly and effectively, while understanding and being responsive to the diverse needs of each area.
5. Represent PROMO in the community, at events, and in the media as required.

### **Additional Duties**

1. Track and report activities to ensure compliance with legal requirements.
2. Support the work of the Development Manager by collaborating as needed to ensure connection and smooth functioning between events and activities.
3. Assist in political campaigns as needed by PROMO PAC.
4. Perform other duties as directed by the Executive Director.

### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

1. Commitment to justice and equality for all LGBTQ persons.
2. Dedication to understanding and emphasizing intersectionality and racial justice within the LGBTQ movement.
3. Demonstrated ability to anticipate, identify, organize, and analyze public policy opportunities.
4. Ability to connect with others easily and fearlessly, communicate with strangers, listen, and be persuasive. Success at inspiring and motivating others.
5. Ability to build trust and credibility with people of a wide range of backgrounds and beliefs, nurturing relationships and providing space for others to be vulnerable, respected, and evolve.
6. Exceptional written and oral communication skills.
7. Ability to maintain appropriate professional boundaries with regard to the handling of confidential information and maintain professional standards of conduct.
8. High emotional intelligence and good judgment.
9. Ability to educate with patience and professionalism, even in unfamiliar and challenging situations or environments.

## **PREFERRED QUALIFICATIONS AND EXPERIENCE**

1. Experience in working in non-profit, lobbying, organizing, social work, campaign, or political experience
2. Have current contacts within the state legislature and executive branch, and with potential partners and collaborators.
3. Experience working with people who reflect the diversity of the LGBTQ community
4. Experience securing and nurturing relationships within diverse community
5. Knowledge of, and experience working with, various levels of local and state government
6. Experience working with the LGBTQ community and knowledge of how policy decisions affect the lives of LGBTQ Missourians.
7. Understanding of the importance of different roles and strategies of action within social justice movements

## **TYPICAL WORKING CONDITIONS**

The Executive Director will work inside an office with a collaborative, open-space set-up, as well as outdoors on occasion. There will be exposure to typical Missouri temperatures, distractions typical of a busy office environment, including loud noises. Statewide travel is frequent; national travel is expected but less often.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: continual walking, standing, climbing, stooping, bending, kneeling, reaching, lifting, cutting, and carrying. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extended hours in front of a computer screen and mobile phone screen are typical. Long hours are required during peak campaigns, events, or response periods.

PROMO is a smoke-free, casual dress, fun workplace. The PROMO office environment is collaborative and flexible, in order to accommodate a strenuous campaign-based schedule. The building and office are accessible, secure, and dog-friendly.

## **COMPENSATION**

\$48,000 - \$55,000 annual salary, plus comprehensive benefits including paid time off, medical, dental, life, and supplemental insurance. Opportunity to participate in IRA retirement plan with 3% employer match. Flex-time, PTO, and comp time available.

PROMO is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin or ancestry, sex or gender, sexual or affectional orientation, marital or familial status, disability, age, gender identification, health-related condition, association, or legal source of income.

<http://PROMOonline.org>