

Policy Director

Summary

The Policy Director at Climate and Community Institute is responsible for leading the development and execution of a centralized strategy across the organization to advance state and federal policies that link climate and economic justice. They will serve on CCI's leadership team and work collaboratively across the organization with staff and our network of Fellows to ensure CCI's research influences ongoing policy debates by identifying and supporting winning policy campaigns, collaborating to ensure CCI's research shapes policy debates and advances strategic aims, and serving as a key spokesperson for CCI's work. Internally, the Policy Director will serve as an opportunity spotter, strategist, and implementer as we continue to grow our network and impact; externally, they will hold key policymaker relationships and influence the broader narrative around climate and the economy. The ideal candidate will be a seasoned policy leader with expertise in climate and economic policy, strong communication skills, and the ability to navigate complex political and legislative environments with a collaborative approach.

Essential Duties and Responsibilities

Serve as CCI's lead political strategist – Lead the refinement and oversee implementation of CCI's political strategy to achieve CCI's organizational goals, bridging state and local work with federal aims;

- Identify and support high-impact policy initiatives that influence the national policy landscape;
- Assess, engage, and intervene in high-level debates in green political economy as they relate to federal politics and policy discussions;
- Serve as a key spokesperson for CCI in the media and in high-profile panels, briefings, and other public facing events;
- Serve as a key opportunity spotter for CCI's research, policy and narrative goals by monitoring the federal legislative landscape;
- Oversee c3 lobbying and the development of CCI's c4 strategy

Cultivate key partnerships across the federal policy landscape and targeted states and localities

- Hold relationships with key actors at the national level – including policy makers and their staff; think tanks; and movement leaders – to ensure CCI policy and research work is in alignment with partners;
- Identify and hold relationships with a handful of subnational progressive policymakers, staff, and cross-issue area movement partners who have large political influence / bully pulpits to advance a working class climate agenda.

Lead CCI's policy department and facilitate cross-team coordination

- Build and supervise Policy Department staff, fellows, and contractors; ensure that their work aligns with capacity and strategy;
- Support and co-lead organizational efforts to build out strategic and rigorous green economic research capacities;
- Create briefs and other written outputs to support policy advancement and analysis in line with CCI strategy;
- Work collaboratively with the Communications and Research Departments to identify high-salience research needs for national policymakers, media, and stakeholders, and to help translate CCI's research to these audiences;
- Build a bench of academic and expert fellows with policy and political expertise.

Support organizational development as an active member of the leadership team

- Serve as an active member of CCI's leadership team;
- Provide strategic and operational leadership across the CCI structure;
- Cultivate relationships with funders and support organizational development efforts alongside the Executive Director and Development and Operations Director;
- Other duties, as assigned.

Other Duties and Responsibilities

Other duties, as assigned.

Education and/or Experience

- You have a minimum of 5 years of relevant experience in a national legislative role, federal administrative role, or a similar role at a national research/policy/movement organization;
- You are deeply versed in the debates around green political economy and progressive climate and economic politics.
- You are an experienced policy expert and can translate complex policy changes into public-facing work;
- You have a deep understanding of the policy development process, and are experienced in navigating policymaker and staff relationships to advance legislative pushes;
- You have deep relationships with working class movement actors, federal policymakers and their staff, and are eager to cultivate more;
- You understand how research can be leveraged strategically to advance policy goals and bring a campaigning mindset to the work;
- You are an experienced public speaker and are comfortable talking to press;

Knowledge, Skills and Abilities

- A firm commitment to race, gender, class, and climate justice. You recognize how your identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.
- An exceptional relationship builder and enjoy working in coalition.
- A strategic thinker who can spot opportunity and quickly execute strategies.
- Strong project management skills and can stay on top of multiple projects, plan backwards, anticipate obstacles, identify and involve stakeholders appropriately, and exercise good judgement;
- Prior experience building and supervising a team;
- Strong communication skills and are prepared to lead with empathy and clarity in a remote-first workplace;
- Flexible team player who learns quickly and can handle a fast paced workflow;
- Eager to be a part of a highly collaborative team and to show up as a leader in democratic and transparent organizational team culture.
- Experienced public speaker and are comfortable talking to press;
- Understand the state legislative landscape;
- Experience fundraising and interacting with philanthropy;
- Ready to win progressive climate policies!

Organizational Relationship

- The Policy Director reports to the Executive Director and collaborates with other staff, consultants, fellows, and partners.
- The Policy Director supervises, at least two staff, currently the Housing Director and Labor Director
- The Policy Director is a member of the Leadership Team

Physical Demands

Ability to work at a computer for 8 hours per day. Also, requires frequent communication with others including hearing and speaking clearly with adults. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This is a fully remote position with the selected candidate needing to be located within the United States. Preference given to candidates who are based in Washington, DC or can get there regularly. The Policy Director will be expected to be available for travel up to once a month.

Compensation and Benefits

Salary range is \$125,000-\$135,000. The range provided is the minimum and maximum salary. We offer a comprehensive benefits package that includes employer-paid health, dental, and vision insurance, a 4% employer match 403b retirement account, and 14 paid holidays. Paid time off also includes 3 weeks of office closure, 15 vacation days, and 15 sick days annually.

How to Apply

[Please fill out this application form](#) by Wednesday, May 20 at 11:59pm EST.

About Us

The Climate and Community Institute is a progressive climate and economy think tank. We work with movements and policy makers to pass new policy, improve implementation, shift narratives, and deepen coalitions. Our staff and network of over 60 academics and experts produce cutting-edge research on the intersections of climate, economy, and everyday life. We focus on the US context, but also lead projects in global policy spaces. We help progressive movements design and win a transformative agenda to rapidly decarbonize the economy, protect communities from climate disasters, and materially benefit working people. To win on climate long-term, we fight for climate policy you can touch.

Equal Employment Opportunity

The Climate and Community Institute is a fiscally sponsored project of Tides, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.