



<b>Job Title:</b>	Director, Public Policy
<b>Department/Group:</b>	Executive Team
<b>Reports To:</b>	President & CEO
<b>Exempt/Non-Exempt</b>	Exempt
<b>Job Grade</b>	Salary and benefits commensurate with job experience
<b>Permanent/Temporary</b>	Permanent
<b>Full Time/ Part Time</b>	Full Time
<b>Job Location</b>	Minneapolis, MN

### **Job Description**

The Director of Public Policy advances the goals of Minnesota Family Council by planning and executing a strategy for passing (or defeating) legislation in the state legislature and at the local level in Minnesota, and with national allies, in Congress, as well as for identifying and mobilizing voters in election cycles to vote. He/she builds and mobilizes coalitions of state and national allied organizations, initiates grassroots “calls to action” and coordinates paid and earned media working collaboratively with Minnesota Family Council’s Communications Team and Church Ambassador Network. He/she serves as legislative affairs advisor to the Minnesota Family Council President/CEO and executive leadership. He/she winsomely communicates and advances Minnesota Family Council’s vision and mission with the highest degree of professionalism, skill, and discretion, as an Ambassador of the Lord Jesus Christ.

### **Responsibilities**

- Exhibit a passion for, and understanding of, the organization’s anchor strategies, programs, and deliverables. Remain current on internal strategic initiatives as well as external current events that can shape and/or refine organizational strategy, programs and offerings. Exhibit confidence in communicating these essentials to external audiences.
- Participate in the duties and responsibilities of the position with a collaborative, team-building approach to ministry operations and strategy. Consistently and capably communicate objectives to internal team members, allies, and vendor-partners as appropriate. Work collaboratively with Minnesota Family Council’s legal, communications, and Church Ambassador Network directors.
- Builds and carries out an annual plan of action to advance or oppose legislation at the state, national and local level consistent with the goals of Minnesota Family Council.
- Schedules and facilitates meetings and meets with policy decisionmakers, and testifies at public hearings, to make the case for Minnesota Family Council’s position on issues and secure support for or opposition to legislation.
- Keeps track of support for and opposition to legislation on which Minnesota Family Council is engaged, identifies individual legislators whose votes are needed, and executes strategies to secure those votes.
- Builds and supervises execution of a grassroots mobilization plan during election cycles as well as develops strategies for maintaining a grassroots presence in between cycles.
- Maintains consistent contact with public policy counterparts among allied organizations, and among legislative and executive branch leaders in state and federal government.
- Stays current on opportunities to advance or oppose bills as legislative majorities and leaders change.
- Understands relevant court decisions that may aid or impede the passage of legislation
- Participates in the development and execution of integrated policy, communications, alliance-building, legal, etc. strategies for implementation in Minnesota in coordination with the national alliance.
- Disseminates the best public policy knowledge capital from around the country for sharing and reuse by allied policy organizations in Minnesota.
- Participates in regular staff meetings, including Bible study, worship and prayer; regularly leads Bible study per staff devotional schedule.
- Other duties as assigned.

# Position Description: Director, Public Policy

## Skills/Qualifications

- Have collaborative influence at all levels of the organization (including Board Members) and across multiple organizations to build rapport and establish trust and credibility
- In-depth knowledge of and experience with the legislative process
- Working knowledge of database techniques to reach and motivate social conservative voters during election cycles
- Ability to work in a collaborative, team-centered environment
- Characterized by a political sense, that is, able to recognize and seize upon opportunities quickly, and comfortable in a fast-changing environment
- Naturally drawn to coalition building, wanting always to win new friends among allies—and among opponents when possible
- Comfortable working with those holding non-Christian faith beliefs or secular beliefs
- Poise and diplomacy motivated by the Christian graces, particularly the Second Greatest Commandment (Matthew 22:39), the Golden Rule (Matthew 7:12) and the fruit of the Spirit (Galatians 5:22-23)
- Persistent sense of optimism characterized by patience and acceptance of the limitations of the political process
- Strong oral and written communication skills
- Under-graduate degree in a pertinent field of study such as political science, journalism, theology, philosophy or government with a graduate degree or significant experience in law, public policy, etc.

## Character/Spiritual Requirements

- Have a mature personal Christian faith, including private devotional life, consistent approach to a deepening personal relationship with Christ, and adhere to the ministry's statement of faith. This includes embracing individuals representing diverse communities within the Christian faith.
- Biblically grounded Christian, currently a member or pursuing membership in a local church.
- Agree with and adhere to MFC's Statement of Faith, MFC Statement on Marriage, Gender and Sexuality, and Policy on Employee Moral Behavior.
- Demonstrated commitment to MFC's mission and position on core issues.
- Ability to work discreetly with confidential data.
- Trustworthy and responsible.
- A listener with a high level of discernment and wisdom, tactful and diplomatic, building consensus rather than emphasizing differences.
- Maintain a high level of professionalism and Christ-likeness, even with hostile media and/or adversaries.

## Managerial Breadth/Scope of Job:

- Works in a collaborative manner with other program directors and understands a team approach to leadership
- Carries out the functions of the Public Policy program and brings "Steward Leadership" to a growing alliance of policy organizations in the state

## Working Environment/Travel Requirements

- A standard office environment requiring mastery of technology, Microsoft software applications and constituent relationship management (CRM) software
- Requires flexible working hours to include weekends and evenings at times
- Overnight travel occasionally required

**Minnesota Family Council is a non-profit, 501(c)(4) Christian ministry organization. Together with our 501(c)(3) subsidiary, Minnesota Family Institute, both are dedicated to nurturing and defending families by restoring biblical truth in our culture, and re-establishing Minnesota as a state where God is honored, religious freedom flourishes, families thrive and life is cherished, for the glory of the Lord Jesus Christ.**