



# Policy Manager

*Job posted by SIKH AMERICAN LEGAL DEFENSE AND EDUCATION FUND (SALDEF)*

## **DESCRIPTION**

**Job Title:** Policy Manager

**Location:** Washington, DC

**Department:** Policy & Advocacy

**Reports to:** Executive Director

SALDEF is a national Sikh American media, policy, and education organization. Our mission is to empower Sikh Americans by building dialogue, deepening understanding, promoting civic and political participation, and upholding social justice and religious freedom for all Americans.

SALDEF seeks a full-time resourceful, determined, and execution-oriented Policy Manager to lead its policy, research and government relations. SALDEF has a culture of advocacy for all who need a voice, across the South Asian American and broader AANHPI communities, and is seeking a similarly inclined new team member. The Policy Manager will also maintain and nurture the relationships with key policy makers and their staff. Furthermore, the Policy Manager will work with coalition partners and monitor legislative and regulatory activities pertinent to the organization's priorities. The candidate should have 3-5 years of experience in policy analysis and/or community organizing. The Policy Manager will manage the Policy team in maintaining and adding to internal resources, managing stakeholders, and preparing outreach materials. In this role, you will become a key component of the D.C. team, collectively working with SALDEF staff, volunteers, and executive director to execute programs to build leadership and capacity in the Sikh American community while elevating the Sikh American profile in corridors of power.

## **Roles/Responsibilities**

### **Policy Analysis**

- Conduct research and analysis of proposed legislation, joint letters, and other regulations.
- Participate in issue-based and other coalitions; serve as an ambassador for the organization.
- Monitor and engage with federal and state policy on priority issues.
- Establish and maintain relationships with policymakers, elected officials, federal agency staff, and key partner organizations.
- Draft statements, talking points, and press releases.



## **Advocacy and Campaigns**

- Design targeted campaigns using different advocacy tools to advance our agenda and facilitate community engagement with policymakers.
- Work across the organization to design and execute public advocacy campaigns that reach impacted communities and allies.
- Present on the work of the organization in the public, including the media.

## **Research**

- Conduct research for internal reports and white papers.
- Coordinate research efforts across the organization, including external consultants, partners, and volunteers.
- Present on research and the Sikh American experience to external stakeholders.

## **Administrative & Organizational Support**

- Support the Communications Department with analysis, communications, and on campaign strategy.
- Support development and grant applications.
- Supervise the Policy Associate.
- Supervise interns & fellows.
- Other duties as assigned by the Executive Director.

## **WHAT WE ARE LOOKING FOR**

Highly organized, detail-oriented self-starter who can create, manage, and fully drive projects that result in high quality work in a timely manner. You know how to think ahead, prioritize your workload, and prepare for challenges. You enjoy challenges and having a full plate but also know how to manage up when the workload needs to be reprioritized.

Solutions-oriented person who is creative about your work, loves to learn more about the movement, and is always asking questions. You are the kind of person who usually has a new idea for how to run the program better and always appreciates constructive feedback from team members.

Deep commitment to the Sikh American community and to racial, social, and economic justice. You don't just ask "Who's not at the table?" but "Why aren't they at the table and how can we fix it?"

Natural organizer who enjoys talking to members, board members, allies and other stakeholders. People go to you when they want to know who to work with on a specific campaign or how they can get help with a project.



Someone who enjoys a respectful, positive, collaborative, and flexible work environment. The team is small but nimble. We celebrate shared successes and empower each other to be impactful in our work.

## **CANDIDATE REQUISITES**

- Undergraduate degree and 3-5 years of work experience.
- Demonstrated ability to write in an accurate, concise, and audience appropriate manner on complex public policy issues.
- Interest and commitment to Sikh American advocacy issues.
- Proven ability to manage multiple projects and deadlines simultaneously.
- Capacity to work in a fast paced and flexible environment.
- Willingness to work nights/weekends and travel periodically as required (10% travel).

## **PREFERRED SKILLS**

- Advanced studies in policy or the law preferred.
- History of demonstrated experience in organizing and leading community-based advocacy efforts within culturally diverse communities.
- Experience with presentation, facilitation and training to small and large groups.
- Punjabi language fluency a plus but not required

## **COMPENSATION**

Salary will be competitive and commensurate with experience. We have a generous vacation policy, and provide health, dental, and vision insurance.

## **HOW TO APPLY**

Please email a thoughtful cover letter detailing your relevant experience, resume with 3 references (at least 2 work references), and an unedited writing sample (development, communications, or policy-related writing sample) (maximum 5 pages) as a single PDF document to [careers@saldef.org](mailto:careers@saldef.org), indicating "POLICY MANAGER" in the subject line. We are accepting applications and interviewing candidates on a rolling basis. Only qualified candidates will be contacted.

**SALDEF is an equal opportunity employer. No phone calls, please.**