



**COMMUNITY WATER CENTER**  
EL CENTRO COMUNITARIO POR EL AGUA

## **Policy Director**

**Job Title:** Policy Director

**Location:** Sacramento, CA (Hybrid options)

**Salary range:** \$120,000- \$140,000 per year (based on experience and qualifications)

**FLSA Status:** Exempt

**Start Date:** Open Until Filled

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Community Water Center (CWC) builds a movement for community-driven water solutions. CWC has offices in Visalia, Watsonville and Sacramento, CA, and a remote DC-based policy advocate. The Center employs four primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice.

### **Position Description**

The Policy Director is a regular, full-time, salaried, exempt position based out of our Sacramento office and will report to the Executive Director.

All employees at CWC are "at will." This position will work closely with all CWC Directors, as well as other CWC staff including a DC-based federal policy advocate, CWC interns, community members, ally organizations and agencies.

### **Ideal Candidate**

Experienced policy advocacy leader and people manager who is:

- Committed to environmental justice.

- Energized to lead a team of policy advocates toward successful outcomes and has a proven track record of wins.
- Eager to partner with rural, low-income communities of color living with contaminated drinking water to seek short- and long-term solutions.

### **Major Responsibilities**

- Team Leadership
  - Ensure staff deliver on their work and operate in alignment with CWC's principles for community-driven water advocacy.
  - Directly supervises policy team members.
  - Build a value-aligned and results-oriented team with an emphasis on mentorship and feedback.
  - Builds a culture of care for others and teamwork.
- Policy Advocacy
  - Creates and implements a strategic, clear, compelling, community-driven set of short-term and long-term policy goals that are rooted in the organization's overall goals.
  - Ensures policy work is closely coordinated with, and informed by, all areas of CWC's work including but not limited to community power building and drinking water infrastructure project development.
  - Ensure community residents are directly engaged in policy advocacy strategies for all CWC policy campaigns.
  - Updates and pivots policy advocacy efforts as needed to accomplish the CWC's goals.
- External Advocate and Relationship-Builder
  - Serves as the primary advocate and spokesperson for the organization in critical moments of advocacy and communications work.
  - Build new strategic external relationships and strengthen existing strategic external relationships to accomplish CWC's goals.

### **General Duties**

- Fosters an environment that promotes trust and cooperation amongst CWC staff, community members, ally organization, decision makers and other interested parties.
- Attends and actively participates in team meetings, strategy development sessions and staff retreats.
- Supports and contributes to internal reporting processes, fundraising efforts, and staff retreats.
- Other duties as assigned by the Executive Director or Deputy Director

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **Key Responsibilities**

- Strong passion for, and commitment to, social and environmental justice
- At least 5 years of experience in CA administrative, regulatory, and/or legislative policy advocacy
- At least 5 years' experience successfully leading advocacy campaigns.
- At least 5 years' experience managing staff in a direct supervisory capacity.
- Proven ability to lead others to be successful through coaching, mentoring, and providing feedback.
- Very strong public speaking, policy analysis and writing skills.
- Very strong interpersonal communication skills, with sensitivity to appropriate delivery depending on target and audience.
- Proven ability to work in teams and build coalitions.
- Strong project management skills to oversee multiple campaigns, delegate appropriately.
- meet deadlines and ensure high quality work.
- Creative and comprehensive problem-solving skills
- Ability to analyze and respond to technical documents.
- Ability to accept and provide praise and critical feedback.
- Proficient with basic computer skills including, at minimum: Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems.
- Flexible schedule: willing and able to travel to communities in the San Joaquin Valley and Central Coast, prioritize intense periods of campaign or project work, and attend night meetings when necessary.
- Valid CA drivers license and the ability to drive on highways and between CWC's offices efficiently.

### **Preferred Qualifications**

- Experience working in the San Joaquin Valley and/or Salinas Valley or familiarity with key environmental justice issues facing these regions.
- Conversational and written fluency in Spanish
- Experience in CA water, environmental, and local government law
- Experience working in low-income communities and/or communities of color.
- Experience living in small and/or unincorporated low-income communities of color.
- Experience working with media and developing communications materials around advocacy campaigns.
- Experience working with environmental justice communities on advocacy campaigns.

- Background in environmental science or policy, public health, sustainable agriculture, community development or related field
- Experience developing grants and reports and communicating with funders.
- Legal expertise, including Juris Doctorate (JD) and Bar membership in California in good standing.

#### **Work Location and Schedule**

- This role requires candidates to be on-site for at least two days per week.
- Additional in-person days may be required based on specific job duties and team needs

**Starting date:** OPEN UNTIL FILLED

**Salary scale:** \$120,000- \$140,000; based on experience and qualifications.

**To apply:** Email your resume and cover letter to [careers@communitywatercenter.org](mailto:careers@communitywatercenter.org) and note (title) position - [your name] in the subject line.

**Benefits:** We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center, visit our website at [www.communitywatercenter.org](http://www.communitywatercenter.org)