Position Description

Title: Public Policy Manager
Division: Advocacy, and Media and Communications
Reports to: Chief Operating Officer
Travel: Travels in-state and out-of-state as required
Status: Salaried, Exempt
Standard Work Hours: M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:
The Public Policy Manager directs and manages federal, state and local governmental affairs and advocacy efforts. The Manager will promote the mission of Council for Native Hawaiian Advancement by building and mobilizing grassroots advocacy; interacting with policy makers, committees, and coalitions; and communicating the organizations issues and public policy priorities.

DUTIES, RESPONSIBILITIES, and EXPECTATIONS:
Duties and responsibilities include, but are not limited to the following:

- Oversee the development and execution of communication as it pertains to advocacy and policy initiatives.
- Oversee the development and execution of community relations and advocacy to support CNHA programs, activities and goals, as identified by the CNHA CEO.
- Communicates with the executive team on internal and external issues, trends, and ongoing professional observations which may bear on strategic and operational decision making.
- Provide leadership in the development and implementation of policy priorities and advocacy strategies, including issue analysis, policy creation, civic engagement and political assessment.
- Monitors and manages expenditures, ensures that the organizational funds allocated to the department are spent in a fiscally responsible manner that is consistent with Administration’s plan for advancing CNHA’s strategic priorities.
- Remain informed and responsive in strategy and communication to policy developments that impact Native Hawaiians and present opportunities for CNHA to take a leadership position.
- Collaborate with CNHA’s CEO in cultivating and building powerful relationships locally and nationally in service of our priorities and our partners.
- Contributes to fulfilling requirements and deliverables of grants awarded to CNHA, by conducting research and issue analysis, convening stakeholders, drafting reports and other activities as it pertains to advocacy and policy initiatives.
- Responds to public policy or advocacy inquiries from the community or CNHA members and the community.
- Contributes to CNHA advocacy services, programs and initiatives that benefit CNHA members and the broader community.
• If required, supervise other consultants or contractors hired by the organization.
• Collaborates with colleagues on projects and proposals as it pertains to advocacy and policy initiatives.
• Manage departmental staff.
• Serve as liaison to funding agencies, organizational partners, government officials and community leaders.
• Advocate on public policy and other positions that have been approved by the CNHA CEO, including, but not limited to, preparing, drafting and submitting timely written communications to government and other decision-makers; representing CNHA at public and private hearings or meetings; delivering formal, official oral testimony or other verbal communication on behalf of CNHA.
• Coordinates and attends meetings with government officials, partners, community leaders and member organizations.
• Maintains strong, positive relationships with the Native Hawaiian community, including coordinating and facilitating meetings with Native Hawaiian organizations and community members, ensuring CNHA has a presence within the community and at community events, and staying updated on events, issues and happenings within the Lahui.
• Participates and performs duties as assigned for CNHA’s Annual Native Hawaiian Convention and other conventions, including helping to coordinate and deliver the advocacy, public policy and other components of the convention.
• Complete other projects and tasks as assigned.

PERFORMANCE EXPECTATIONS:
• Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
• Performs supervisory tasks, such as leave time approvals, performance reviews, coaching, training, and related employment decisions. Takes whatever actions are required to positively replace behaviors and/or persons when necessary.
• Fully supports in action, language, behavior, and performance the priorities, decisions, and directives of the CEO.
• Applies research, experience, communication, strategy and learning that results in problem-solving and maximum quality and utilization of the organization’s resources. Consistently provides solutions to achieve the organization’s goals.
• Flexible and willing to work long hours and possibly weekends.

REQUIRED EDUCATION AND EXPERIENCE:
• At least 10 years of relevant experience in nonprofit or public sector.
• 4 years of Executive Management experience serving in a Director/Officer role or higher.
• Experience successfully building and managing a high performing team.
• Extensive experience working with the Native Hawaiian community and on issues of importance to Native Hawaiians.
• Strong, proactive project management skills with solid experience managing and coordinating research projects, policy analysis, and high-impact advocacy campaigns.
• Strategic, tactful, self-aware, and authentic leader able to influence at the functional and organizational levels.
• Flexible, creative, energetic, hard-working, and unafraid of challenges

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

________________________________________________________________________   ______________________________________________________________________________
Employee Signature                        Date