



**Agency:** JDI (Jane Doe Inc.), The Massachusetts Coalition Against Sexual Assault and Domestic Violence  
**Position Title:** Policy Director  
**Reports to:** Executive Director  
**Status:** Full time (35hours/week), Exempt

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition that is working to create a world free of abuse. With our 55 member programs, other state and territorial sexual and domestic violence coalitions, and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention and movement building, messaging and communications, membership services, training, and education and advocating for racial justice and social change. JDI's member programs provide advocacy and support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committed to ending sexual and domestic violence.

### **Position Summary**

This is an extraordinary opportunity for an experienced individual with demonstrated commitment to advancing survivor focused state and federal public policy through a lens of social justice and a laser focused understanding of the impact of policy making on marginalized communities. This key full-time position is responsible for developing, advocating for and implementing a responsive legislative and policy in the arenas of education and prevention, economic justice, human rights and systems change that affect the lives, choices and safety of survivors. The Policy Director works closely with JDI members to assess the impact of policies and systems on communities across the state and engages/supports JDI members in advocating for funding and best practices impacting survivors. Through numerous partnerships and collaborations, the Director also maintains and fosters meaningful working relationships to support JDI's policy and advocacy agenda. The ideal candidate will have in-depth experience in the field of sexual and domestic violence, considerable expertise with policy advocacy and organizing, be a consensus builder, welcome diverse perspectives, exhibit grace under pressure, have a sense of humor and foster a strong and vibrant commitment to coalition building. The Director also supervises the Policy Coordinator and will be experienced in supervision and working on a team.

### **Responsibilities:**

1. Identify and assess statewide needs, access, and barriers to services and resources and of survivors, local programs and other systems to inform, guide and determine budget, policy and practice changes, and strategies.
2. Develop, manage, and monitor all relevant state budget and legislative initiatives that are responsive to the complex needs of survivors, programs, and systems.

3. Work in close collaboration and partnership with the JDI Executive Director and other staff, the JDI Policy Advisory Committee and JDI's contract Lobbyist to prioritize JDI's budget and policy agenda; develop and implement effective and inclusive advocacy strategies to advance and elevate JDI's budget and policy platforms.
4. Maintain effective and responsive communications with state legislators, state administrators, the MA Congressional Delegation and other elected/appointed officials in accordance with JDI's platforms.
5. Engage and mobilize JDI's membership and allies to advocate for state and federal budget and legislative priorities; ensure that JDI membership is informed and prepared with timely and relevant information and resources.
6. Organize bi-annual Advocacy Day and Legislative Briefing events to maximize engagement by JDI's membership, elevate JDI's budget and policy agenda and to foster collaboration with elected officials to advance resources for survivors of sexual and domestic violence
7. Represent JDI on relevant task forces, committees, and other relevant working group, articulating the needs of programs and survivors with a lens that centers those most marginalized; address barriers that prevent survivors from accessing services and resources.
8. Identify systems barriers, needs for improvements and the best practices for those systems in collaboration and partnership with JDI members and the needs of survivors based on an analysis of disparities and inequities.
9. Monitor and document the impact of state and federal legislation, budget, regulations and other systems changes that impact programs and survivors in MA.
10. Work in close collaboration with other statewide social justice organizations, national partners and other related advocacy allies to support, promote and foster opportunities for reciprocal, mutual and collective responses and actions.
11. Prepare and provide written and oral testimony on various legislative and policy issues and assist JDI member programs with their comments as needed to ensure JDI's advocacy is clear, concise and compelling.
12. Work in close partnership with an array of legal organizations addressing sexual and domestic violence issues to improve access for survivors, to seek guidance on JDI support for amicus briefs and to assess legal impact of relevant legislation/policy.
13. Collaborate closely with JDI communications team to ensure that messaging, communications and media advocacy on policy issues are accurate, aligned philosophically, and strategic. Speak directly with media as approved by the Executive Director and/or the Director of Communications.
14. Adhere to US and MA regulations regarding lobbying; annually register as a lobbyist and prepare/submit semi-annual lobbying reports as required.
15. Other duties as assigned by the Executive Director.

## **Qualifications:**

- Demonstrated commitment to ending gender-based violence, social justice and anti-oppression activism; in-depth knowledge of sexual and domestic violence dynamics and root causes and experience working with marginalized communities preferred.
- Excellent research and verbal and written communication skills.
- Working knowledge of MA laws as they pertain to sexual and domestic violence as well as more broadly around systems impacting survivors.
- Minimum of 3 years' experience with policy and/or budget advocacy and/or organizing.
- Substantive experience and knowledge in one or more of the following areas:
  - Housing/homelessness
  - Economic justice
  - Human rights
- Experience with non-profit organizations and communications; demonstrated experience with organizing and advocacy.
- Ability to work in a fast-paced environment with multiple priorities to manage; analytical and detail oriented; must be comfortable working on a team as well as independently and demonstrate expertise in multi-tasking.
- Supervisory experience.
- Commitment to ethical communication, organizational excellence, developing quality working relationships. Demonstrated history of exercising good judgement and understand boundaries and confidentiality.
- Must have ability to travel statewide and nationally as needed. Flexible schedule required at times.
- Competency in Microsoft office software and familiarity with online communications platforms preferred.
- Bachelor's degree in related field preferred; relevant life and work experience may substitute for degree.

## **Compensation**

- This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.
- Compensation is commensurate with experience and competitive in the field; generous benefits package.

## **To apply**

Please send resume and a thoughtful cover letter with Policy Director in the subject line to [jobs@janedoe.org](mailto:jobs@janedoe.org). No calls please.

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Jane Doe Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. As a multicultural organization, we actively encourage applicants who represent the broadest range of diversity. Bilingual candidates are encouraged to apply. AA/EOE/ADA.