



Jane Doe Inc.
The Massachusetts Coalition
Against Sexual Assault and
Domestic Violence

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Jane Doe Inc. Policy Manager

Jane Doe Inc., the Massachusetts Coalition Against Sexual Assault and Domestic Violence

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 60 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. 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

The Policy Manager position is a unique opportunity for an individual committed to advancing survivor-centered public policy through a lens of social justice. This full-time position (35 hours/week) works to advance the policy and advocacy mission of Jane Doe Inc. The Manager works under the direction of the JDI Policy Director to develop and implement JDI's policy agenda and program efforts related to public policy and systems analysis and change.

JDI's office is located in Boston, MA and is open for limited onsite work. Candidates will be expected to be based in Massachusetts and/or neighboring New England states with the ability to commute to Boston as required and work in a hybrid setting, dependent on public health guidance. There may be some limited onsite work for meetings. The ideal candidate will have demonstrated ability to work independently and remotely. Typical hours are Monday through Friday 9am to 5pm with some flexibility. JDI will provide candidates with organization issued equipment and make monthly reimbursements for remote services (internet, cell phone, etc.).

Key Responsibilities

1. Assist in development, implementation, management, and communication of JDI's public policy agenda, including but not limited to:
 - Researching, analyzing, and monitoring public policy issues and data affecting sexual and domestic violence survivors within the context of JDI's public policy framework

- Tracking the state budget process as well as legislative bills and hearings
 - Creating summaries, reports, and materials including policy position statements, legislative testimony, fact sheets, action alerts and website updates
 - Managing and staffing activities of the JDI public policy advisory committee
 - Facilitating member program engagement in public policy work
 - Engaging external stakeholders and coalition group working on similar public policy goals including, but not limited to, those working on anti-poverty efforts, housing and homelessness, immigration, and human rights
 - Facilitating member program participation in public policy work
2. Participate in the development, coordination, and execution of JDI State House and/or regional advocacy events and trainings.
 3. Supervise interns and volunteers for JDI's policy department.
 4. Represent JDI on related task forces, workgroups and committee as assigned; Represents JDI at statewide and national meetings, events and conferences.
 5. Provide training and technical assistance on topics such as understanding the legislative process and role of advocates and survivors as activists, laws impacting S/DV programs and survivors, and legislative and policy changes.
 6. Participate in and contribute to JDI organizational activities.
 7. Collaborate with communications staff to drive media advocacy on strategic issues relevant to JDI's work.

Preferred Qualifications

- Demonstrated commitment to an anti-oppression framework for ending gender-based violence
- At least two years' experience with and knowledge of public policy and system advocacy and strategy.
- In-depth knowledge of sexual and domestic violence dynamics and root causes; experience working directly with survivors of sexual assault and/or domestic violence preferred.
- Experience with non-profit organizations and program development; demonstrated experience with organizing and advocacy.
- Substantive experience and knowledge in one or more of the following areas preferred:
 - Child Welfare Systems/Youth Advocacy
 - Access to Justice
 - Economic Security
 - Criminal Legal Systems/Criminal Justice Reform
 - Non-Carceral Approaches to Accountability
 - Reproductive Justice

- Working knowledge of the laws of Massachusetts as they pertain to sexual and domestic violence survivors as well as more broadly around the systems that impact survivors
- 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.
- Knowledge of MA communities in rural, urban, and suburban environments, their similarities and differences and the related resources related to sexual and domestic violence programming.
- Excellent verbal and written communication skills.
- Commitment to ethical communication, organizational excellence, developing quality working relationships. Demonstrated history of exercising good judgement and understand boundaries and confidentiality.
- Must have a valid driver's license and ability to travel statewide and nationally as needed. Flexible schedule required at times.
- Competency in Microsoft office software and familiarity with online communications and training platforms.
- Bachelor's degree in related field preferred; relevant life and work experience may substitute for degree.

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; Range \$70,000-75,000; generous benefits package including:

- JDI-subsidized Group Health and Dental Insurance
- JDI-paid life insurance, AD&D insurance, short-term disability, and long-term disability
- Option to contribute to a 401(k)-retirement plan; up to 6% employer match after 1 year of employment.
- 13 paid holidays
- 20 days of paid accrued leave (personal and vacation); paid sick leave

TO APPLY:

Candidate must live in or be able to commute to Massachusetts as JDI is currently remote and plans to be a hybrid workplace. Please send resume and a thoughtful cover letter to jobs@janedoe.org. Please include the position title "Policy Manager" in the subject line of the email. Qualified applicants will be interviewed on a rolling basis.

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