

The Family Foundation

Director of Policy

Job Description

The Director of Policy for The Family Foundation (TFF & TFFKY) is an expert in Kentucky public policy on the organization's core issues. The Policy Director is a lobbyist, serving as a senior liaison between TFF and policymakers at the state level. The Policy Director also helps to conceptualize, develop, and manage TFF's educational and policy communications and publications.

In all tasks, the Policy Director is to represent the organization in such a way as to winsomely communicate, educate, and advocate its vision and mission with the highest degree of professionalism, skill, and discretion, as an Ambassador of the Lord Jesus Christ.

This position reports directly to the Executive Director. Typically, this is 40+ hours per week, with a greater workload to be expected during legislative session, before events, and election season. This is a full-time salaried position with benefits.

Job Responsibilities

- Be committed to TFF's mission and vision.
- Proven ability to work as part of a team.
- Have a working understanding of the Kentucky government, and familiarity with how policy is developed.
- Monitor calendars, public statements, news and social media reports, and other sources as needed to stay abreast of state and national level public policy.
- Assist legislators with policy research and bill drafting.
- Determine legislation to track during each legislative session.
 - Monitor legislative service requests every fall, using titles and sponsor lists to anticipate bills to be filed.
 - Help in leading as the TFF team develops legislative priorities for each legislative session.
 - Prepare an internal document for use by team members to track bills and votes.
- Serve as a senior editor and writer for TFF's Kentucky Citizen publication

- Prepare written material in formats including but not limited to blog posts, social media posts, briefing papers, talking points, and testimony to promote or oppose specific policy initiatives.
 - Help prepare a weekly email update and help write all action alerts.
 - Some experience in graphic design with Canva and Adobe Creative Cloud is helpful.
 - Tight deadlines are common.
- Speak on behalf of TFF to various audiences including but not limited to officeholders, news media, in legislative committees, and to TFF supporters.
- Help prepare a scorecard for each legislative session, using legislators' voting records and legislative activity on bills of interest to TFF.
- Help assist with research and oversight of TFFKY's educational and non-partisan voter guides
- Develop programming to build policy support and political advocacy skills among audiences aligned with TFF's mission.
- Understand the legal and practical differences among a 501(c)4 organization and a 501(c)3 organization.
 - File any necessary reports with all appropriate state agencies

Job Skills

Teamwork

- Respect the skills and roles of other members of the TFF team.
- Develop messaging and programming in a cooperative process.
- Delegate tasks to team members and volunteers as needed, including helping oversee and direct other team members and policy analysts.

Superior communication skills

- Accept editing of one's own work, and edit the work of others.
- Familiarity with composition on WordPress is helpful. Ability to use TFF's CRM extensively for email and advocacy actions.
- Good judgment is essential regarding tone and timing of TFF's statements on all platforms.
- Informal communication and conversation skills are integral to the relationships necessary for success in this role.

- Help oversee and execute social media in coordination with other team members.
- Professional dress and demeanor are required for public work.

Flexibility

- Availability to respond to team messages and General Assembly hearings and meetings must be extensive, including evenings (most especially during legislative session)
- Determine priorities when multiple hearings and/or meeting are scheduled for the same day.
- Manage multiple projects, many of which have short-term deadlines.
- Assist in directing other policy team members, including contract workers

Project Management

- Help lead the TFF team in planning and executing events including but not limited to policy forums, legislative roundtables, and training sessions.
- Guided by legislative priorities, help plan and execute grassroots organizing to optimize timing and volume of messaging to legislators.

Character/Spiritual

- Biblically grounded, Holy Spirit responsive, Christ-centered Christian, currently a member or pursuing membership in a local church.
- Agree with and adhere to TFF's Statement of Faith.
- Demonstrated commitment to TFF's mission and position on core issues.
- Ability to work discreetly with confidential data.
- Trustworthy and responsible.
- A listener with a high level of discernment and wisdom, tactful and diplomatic, building consensus rather than emphasizing differences.
- Maintain a high level of professionalism and Christ-likeness, even with hostile media and/or adversaries.
- Strong leadership skills.
- Friendly personality.

Interested parties should email a resume and cover letter to davidw@kentuckyfamily.org with the subject line "Director of Policy"