



Job Description Public Policy Manager

Location: Des Moines, Iowa

Job Type: Full-time

Reports to: Director of Development & Communications

Compensation: \$40,000-45,000 (based upon experience/qualifications), excellent health insurance, vision, dental, 20 days' vacation, 11 paid holidays including employee's birthday

Preferred Start Date: May 2019

Application Deadline: March 15, 2019

Responsibilities

- Conduct outreach events to businesses, colleges/universities, non-profit organizations, K-12 schools, faith communities, and service clubs
- Cultivate relationships with policy makers including school board members, legislators, Members of Congress, staff to policy makers, and others who create policy that impacts LGBTQ youth
- Develop relationships with progressive allies including individuals and organizations
- Register as a lobbyist to represent the organization's position
- Manage the organization's message including sending press releases, editorials, and social media on the needs of LGBTQ youth
- Assist in organizing the Annual Iowa Governor's Conference on LGBTQ Youth
- Assist in managing the organization's social media presence
- Assist with the organization's outreach activities at Iowa Safe Schools' sponsored events including the Spirit Awards, symposiums, and student programs
- Partner with local community organizations to support LGBTQ youth
- Present to different conferences, schools, and organizations as requested
- Advocate for LGBTQ students in their schools and communities
- Serve as a representative of the LGBTQ community to stakeholders
- Perform other duties as assigned

Qualifications

An ideal candidate will have the following experience and qualifications:

- Bachelor's degree in relevant field such as Public Relations/Communications, Public Policy, Political Science, etc.
- Knowledge and understanding of culturally specific needs of LGBTQ youth
- Experience in bullying prevention and advocacy is preferred
- Excellent writing, public communication, and speaking skills
- Proven ability to develop collaborative relationships



- Passion about supporting a marginalized population including trans* and LGBTQ youth of color
- Grassroots organizing skills preferred including past experiences on advocacy campaigns, political campaigns, or other organizing projects
- Proficiency in Microsoft Office, including Word, Excel, Powerpoint, Access, and Outlook
- Travel required
- Social media savvy
- Support the mission of Iowa Safe Schools

Personal Qualities

The ideal candidate will be:

- Committed to social justice and enthusiastic about Iowa Safe Schools' mission and programs
- Well-organized, able to multi-task, a fast learner, and detail-oriented
- Able to take initiative and to work well under pressure to meet deadlines
- Flexible and able to function independently and as a member of a team

Additional Information

Trans and LGBTQ persons of color are encouraged to apply.

Please send a resume, cover letter, and two writing examples to reanna@iowasafeschools.org with a subject of Public Policy Manager

Please do not call or email with questions.