



## JOB DESCRIPTION

### Director of Policy and Advocacy

Reports to	CEO
Salary Range	\$36,000 - \$50,000
Training & Requirements	At least one year of experience in policy work with ability to multi-task. Proficient use of computers and social media. Strong verbal and written communication skills. Willingness and ability to take initiative to perform tasks not spelled out by supervisors. Creativity in tackling projects. Experience in legislative/advocacy activities and background in HIV/AIDS preferred. Volunteer management and grant writing and administration experience a plus.
Overall Mission	Responsible for successful implementation of statewide advocacy strategy, including resource identification, materials, trainings, and annual advocacy day at state capitol.

**Tasks:**

1. Implement all projects as assigned by the CEO.
2. Utilize available materials and resources to develop annual strategy for statewide HIV advocacy campaign.
3. Collaborate with other AIDS Service Organizations and non-traditional partners to increase efficacy of state advocacy campaign.
4. Develop and distribute all campaign materials to educate state legislators.
5. Provide administrative support for the Alabama HIV/AIDS Policy Partnership and coordinate all advocacy activities, including scheduling meetings, creating and distributing relevant materials, tracking and documenting participation, and scheduling and implementing consumer advocacy trainings.
6. Schedule meetings and coordinate conference calls.
7. Plan, coordinate, and promote all advocacy and legislative events, including caucus presentations, administrative coordination of Governor’s HIV Task Force, and other events as needed.
8. Serve as the agency’s central communication liaison for all advocacy activities, ensuring timely and professional communications with relevant stakeholders and organizations across the state.
9. Coordinate all media relations activities for the program, including writing and distributing media releases, encouraging media participation, and securing optimal coverage.
10. Assist with the grant writing process, including editing, assembling, and evaluating grant applications.
11. Maintain compliance with grant requirements at all times, including tracking program participation, maintaining required documentation, and managing reporting, follow-up, and evaluation requirements, etc.
12. Maintain contact with agency’s attorney concerning all activities dealing with the Alabama Legislature, the County Commissioners, and the City Council.
13. Implement consumer training sessions around the state and provide HIV/AIDS policy and advocacy communication training to more than 200 HIV-positive Alabamians.
14. Collaborate with four local ASOs to schedule consumer training sessions and notify interested consumers.

15. Facilitate and plan HIV/AIDS advocacy training in Birmingham, AL, for 25 ASO employees and other relevant advocates.
16. Update, revise, and finalize the advocacy training manual to be distributed around the state. Develop and update legislative materials for advocacy campaign.
17. Schedule and coordinate all logistical details for the Alabama HIV/AIDS Awareness Day, including securing the venue, refreshments, speakers, etc., and coordinating all aspects of the statewide ASO and consumer participation including transportation.
18. Represent AIDS Alabama at external advocacy groups, such as Alabama Arise.
19. Supervise Youth Advocacy Coordinator and lead youth advocacy efforts.
20. Supervise Latino Outreach Coordinator and lead Latino outreach efforts.
21. Manage all associated affinity groups, such as the Youth Leadership Council and the Positive Leadership Council.
22. Work with CEO to further federal policy initiatives.
23. Manage Federal AIDS Policy Partnership member list.
24. Provide support for all advocacy programs.
25. All other duties as assigned.

**Please send application and a cover letter to [amy@aidsalabama.org](mailto:amy@aidsalabama.org).**

#### **Overall Expectation**

Represent the agency on the phone, through the mail, and in person in a way that reflects the position's mission. Establish strong, solid communication with the CEO and Executive Director. Adherence to all personnel policies is expected, and all employees are expected to perform in a mature, professional, and businesslike manner.

**AIDS Alabama Inc. is an equal opportunity employer.**

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Employee's signature

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Date

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CEO's Signature

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Date

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Executive Director's Signature

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Date