



Job Title: Co-Director of Policy

We at Climate Action Campaign are a small but highly motivated and mighty team that advocates and organizes for bold policies to stop the climate crisis. Through the lens of equity and justice, we fight for a Zero Carbon future and the systemic change that ensures clean air, clean water, and a livable future for everyone.

We are growing our team of advocates who wake up every day ready to support the fight for the game-changing climate laws, policies and programs we need to achieve climate justice. To fulfill this vision, we need 100% of our team to be 100% in.

1. Do you believe in the power of local politics to make change?
2. Do you enjoy problem solving?
3. Do you thrive in a fast-paced and demanding high-profile environment?
4. Is your first thought “no problem” when faced with a challenge?
5. Do you enjoy mentoring advocates to reach their full potential?

If you answered yes to these questions, please read on.

Job Summary

We're looking for passionate and dedicated leader who wakes up every day ready to join hands with allies to fight for the right of all people to breathe clean air and drink clean water; live in safe, affordable, and healthy homes; access affordable public transportation that leads to economic opportunity; and prosper with green jobs that pay family-sustaining wages.

The Co-Director of Policy will work in coordination CAC leadership and Co-Director of Policy to plan and execute policy campaigns to advance Climate Action Campaign's mission: to stop the climate crisis through our Five Fights: 100% Clean Energy; Bikeable, Walkable Neighborhoods; World-Class Transit; All-Electric Homes (Building Electrification); and Resiliency. The Co-Director will lead their own campaigns, and will also be responsible for jointly developing and implementing campaign strategy among the full policy team. The position requires both detailed knowledge of the specific campaigns and the ability to maintain a high-level awareness of all of CAC's campaigns and priorities. The person in this role will directly supervise Policy Advocates and Organizers, and is responsible for their oversight, coaching, and development. In addition, the Co-Directors will ensure effective coordination among policy, communications, operations, and development. The Policy Co-Directors will report to the Executive Director.

This is a full-time, salary, exempt position and will include some evening/weekend work and flexible hours.

Primary Responsibilities:

Lead Responsibilities:

- **Supervision:** Provide oversight, coaching and staff development support to the policy team. Keep the team organized and focused by working with staff to develop, update, and track progress on training and work plans. Ensure strong communication and strategic coordination by planning and facilitating policy team meetings and checking in regularly with team members, including regular staff evaluation.
- **Program Management:** With the support of the Executive Director, identify issues and develop campaigns to carry out our mission. Develop and maintain organizational systems to track progress on campaigns and to ensure all staff meet key deadlines. Ensure consistent communication among the policy, communications, and development team, especially on matters that are mutually significant.
- **Policy Advocacy:** Conduct research, write policy letters, draft and deliver testimony to City Councils and Committees, develop and maintain strategic partnerships, and plan strategically to win key policy campaigns.
- **Media:** Support the Communications Manager in focusing state, and at times national, media attention on our campaigns to create momentum, educate citizens and decision makers and build credibility. Build relationships with key people in the media, like reporters, editors and publishers.
- **Communications:** Collaborate with the Communications Manager to craft compelling campaign-specific messages for a wide range of audiences.

- **Building Coalitions:** Build and lead broad-based coalitions including non-traditional partners to grow public support to influence decision-makers.

Supporting Roles:

- **Compliance:** In conjunction with the Operations Manager, ensure compliance with relevant lobbying laws.
- **Events:** Plan and execute policy-oriented events with decision-makers, advocates, and members. Support and/or lead planning and execution of CAC signature events and fundraisers.
- **Philanthropy:** Assist the Philanthropy team with proposals, grant reporting, securing event sponsors, and any other Philanthropy team needs.

You might be a good fit if you:

- Are passionate about climate justice and what we do.
- Have an understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Understand how the climate crisis disproportionately burdens working-class communities of color.
- You have experience and interest in working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Have top-notch writing, editing and verbal communication skills.
- Are a self-motivated, independent leader and a team player.
- Are an analyst who thinks creatively.
- Are an independent worker who knows how to find solutions, but also knows when to ask for help.
- Are organized and motivated, capable of managing deadlines and fluctuating priorities for an array of projects in a fast-paced environment, while maintaining attention to detail.
- Can work flexible hours to respond to position needs.
- Are organized, capable of managing deadlines and fluctuating priorities for an array of projects while maintaining attention to detail.
- Excel at managing projects and delegating tasks to employees.
- Are able to oversee multiple projects and employees and ensure progress is effective and efficient.
- Can think and plan strategically around policy campaigns.
- **Have experience managing, and overseeing policy campaigns and teams.**
- **Have 3-5 years experience with policy advocacy in San Diego.**

Location: Our office is in Hillcrest in San Diego, but we're often out and about throughout the region, meeting with government officials, businesses, and community advocates, as well as working remotely at home to save time and commuting costs. For the foreseeable future, due to COVID-19, our team is working primarily remotely, with some in-person meetings, until it is safe to return to our office, at which point in-person office time will be required. This position must be based in and work out of the San Diego area.

Vaccination mandate: Climate Action Campaign requires, with few exceptions, that all staff be vaccinated against the COVID-19 virus. Unvaccinated staff with a qualifying exemption will be required to take regular COVID-19 tests (frequency subject to change).

Benefits:

- Health, dental, vision and life insurance.
- 401(k) Retirement Plan with employer match.
- Monthly cell and transportation benefit.
- Generous paid time off and holiday schedule.

Salary range: \$70,000 - \$100,000 (commensurate with experience)

How to apply: Submit the below items to info@climateactioncampaign.org with the Subject: Co-Director of Policy.

1. Resume
2. Video or voice recording answering the following three prompts:
 - a. Why are you interested in this position?
 - b. Briefly describe a policy campaign that you led.
 - c. Briefly describe your experience managing or leading a team.

Limit your total recording to 3 minutes maximum.

Deadline: The first review will take place on February 21, but the position is open until we find the perfect fit.

Climate Action Campaign is an Equal Opportunity Employer.

Climate Action Campaign provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.