

**RHODE ISLAND DISABILITY LAW CENTER  
POSITION DESCRIPTION**

**Director of Public Policy**

Job Title

**EXECUTIVE DIRECTOR**

Immediate Supervisor

**JOB SUMMARY:**

The Rhode Island Disability Law Center (RIDLC) is the statewide, independent, not-for-profit legal organization designated as the federally mandated Protection and Advocacy (P&A) system for the state of Rhode Island. The Director of Public Policy is a critical position for RIDLC, reporting to the Executive Director, and responsible for assisting in the development of sound policy initiatives and implementing system-wide strategies to achieve results.

**ESSENTIAL FUNCTIONS:**

1. Assists the Executive Director and Board in development and implementation of RIDLC's public policy advocacy agenda and initiatives, including providing substantive analysis of proposed or pending state or federal legislation and regulations.
2. Provides policy research and analyses for legal staff in coordination with organizational systemic priorities and initiatives. To view 2019 organizational priorities, please see <https://www.ridlc.org/who-we-are/priorities>.
3. Provides policy research and analyses for state and federal policymakers, including state and federal legislators, and state agencies.
4. Develops talking points, briefing papers, reports, and prepares testimony and other educational information.
5. Consults and advises on current and emerging issues.
6. Participates in and maintains relationships with our national association (NDRN) and external advocates, coalitions, work groups and stakeholders by collaborative exchanges of information, research and analysis and by participating in activities consistent with the mission and priorities of RIDLC.

7. Provides information, training, issue briefing and other support to ensure that the Board of Directors (BOD), PAIMI Advisory Council (PAC) and staff have opportunities to engage in effective educational, training and outreach activities.
8. Assists in communicating the role of the organization as a statewide leader for disability rights through a variety of professional formats including social media, website, and traditional broadcast and published media.
9. Sets an example for professionalism and encourages a positive attitude. Applies best business practices to ensure a workplace free from discrimination and harassment.
10. Other duties as assigned.

## **JOB REQUIREMENTS**

### **Knowledge, Skills and Abilities:**

Must possess at a minimum the following knowledge, skills and abilities in order to perform the essential duties:

1. Bachelor's Degree in political science, public policy, or related field required.
2. Advanced degree such as a Master's degree or equivalent in public policy, governmental relations, or related field may be considered.
3. Minimum 5 years experience working on public policy and legislative issues of importance to persons with disabilities.
4. Experience working with state and/or federal legislators, governmental officials and/or staff.
5. Working knowledge of state and federal laws relating to civil rights and human services and other related public interest law, especially of the laws pertaining to treatment and services of persons with disabilities.
6. Demonstrated oral and written communication skills.
7. Demonstrated interpersonal skills, which will allow the employee to maintain productive working relationships with all staff members, related external organizations and other professionals.
8. Demonstrated ability to organize and prioritize complex tasks.
9. Demonstrated commitment to the civil rights of all people and the ability to work with individuals from a variety of cultural and political backgrounds.

10. A working understanding of formal and informal political structures.
11. Ability to maintain confidentiality.

**Salary and Benefits:**

Salary is commensurate with experience. RIDLC offers a generous benefits package, including healthcare insurance, HSA, contributions to 401(k) plan, sick leave, and vacation time.

**To Apply:**

All applicants must submit a brief cover letter, along with a resume, to Morna Murray, Executive Director at [mmurray@ridlc.org](mailto:mmurray@ridlc.org).

**Job Type: Full-time**