



THE COALITION FOR ASIAN AMERICAN CHILDREN AND FAMILIES

Policy Manager

The Coalition for Asian American Children and Families (CACF), the nation's only pan-Asian children's advocacy organization, aims to improve the health and well-being of Asian Pacific American children in New York City. Founded in 1986, CACF advocates for improved policies, funding, and services for children and families of East Asian, South Asian, Southeast Asian, and Pacific Islander backgrounds. CACF is seeking a full-time Policy Manager to oversee budget advocacy efforts that aim to promote equity for the Asian Pacific American community in the City and State.

Job Responsibilities

- 1. Budget Advocacy (45%):** Lead State and City budget advocacy campaigns to increase public funding and improve equity for Asian Pacific American children and families. Develop budget advocacy agenda, analyze State and City budgets, identify budget priorities, prepare policy statements, write policy memos and press releases, testify at hearings, speak at press conferences, and implement advocacy actions. Collaborate with CACF Deputy Director and Policy Managers on budget advocacy campaigns, especially in child welfare, education, health, and youth services. Advocate to Governor's Office, State Legislature, NYS Department of Budget, Mayor's Office, NYC Office of Management and Budget, City Council, and State and City agencies. Cultivate and maintain relationships with State and City elected and appointed officials, Asian led and serving organizations, and other advocates. Work with CACF Program Coordinators to engage youth and parent leaders in budget advocacy efforts. Respond to reporters, interview requests, and press on budget issues.
- 2. Coalition Building (30%):** Collaborate with the MinKwon Center for Community Action to co-lead 12% and Growing Coalition, consisting of over 45 Asian led and serving organizations fighting for fair State and City budgets. Develop and maintain partnerships with Asian led and serving organizations. Facilitate opportunities for organizational members to engage in budget advocacy efforts. Recruit, motivate, and retain organizational members. Coordinate meetings with Steering Committee, consisting of 12 organizational members. Monitor budget developments and keep members informed. Identify opportunities for advocacy training for members and information to distribute to members' clients.
- 3. Child Welfare Policy and Advocacy (20%):** Coordinate advocacy agenda to improve child welfare policies, funding, and services. Advocate to State and City officials, NYS Office of Children and Family Services, and NYC Administration for Children's Services. Develop and maintain partnerships with advocates and community leaders, such as the Preventive Services Action Network, Child Welfare Organizing Project, and CACF organizational members contracted by ACS. Participate in advisory boards, such as the ACS Immigrant Advisory Board. Monitor policy developments, keep members informed, and implement advocacy actions.
- 4. Other (5%):** Collaborate with CACF staff to implement pan-Asian children's advocacy institute for service providers as needed. Conduct trainings and provide technical assistance as needed. Prepare grant proposals and reports in collaboration with Executive Director. Supervise interns. Assist planning annual benefit as needed. Represent CACF at community events as needed. Other duties as required.

Qualifications

- Commitment to CACF's mission, children's rights, and social justice.
- Master's degree with 2 years experience preferred or Bachelor's degree with 5 years experience required.
- Good understanding of Asian Pacific American communities and non-profit organizations.
- Expertise in legislative, budget, and administrative advocacy and policymaking.
- Existing and positive relationships with policymakers and public administrators.
- Ability to analyze legislative and budget policies, make strategic recommendations, and influence policymakers.
- Excellent speaking, writing, presentation, and critical analysis skills.
- Capacity to lead, innovate, break new ground, take risks, and take public stances on issues.
- Ability to work with diverse staff and flexibility to work on multiple tasks under pressure.
- Background in coalition building, program development, supervision, research, and fundraising preferred.
- Experience working with children, youth, and families preferred.
- Ability to write and speak an Asian dialect preferred.
- Strong PC, Microsoft Office, and Internet skills.

Salary and Benefits

Salary is commensurate with experience. Excellent medical, dental, and vision benefits with paid vacation days, holidays, sick days, and personal days. Pre-tax deduction for retirement and Metrocard.

Interested candidates should send a résumé, 4-5 page writing sample, and cover letter with salary history and requirements via fax 212-785-4601 or email jobs@cafc.org. No phone calls, please. You will be contacted only if you are invited for an interview. For further information about CACF, please visit our website at www.cacf.org. CACF is an equal opportunity employer.