

OST Minnesota

I. Identifying Information:			
Job Title:	Director of Public Policy and Strategic Initiatives		
Program/Dept.	Administration	Non-Exempt	<input type="checkbox"/>
Location:	Unknown	Exempt	<input checked="" type="checkbox"/>
Supervisor:	President	Revised:	8/4

II. Job Summary:

The purpose of this position is to direct and oversee all activities related to:

- Public policy development and implementation for OST MN
- Statewide and community convening and collaborations for OST MN
- Minnesota Learning Communities, youth engagement and other special initiatives for OST MN
- Evaluation and data base systems

This position will be an integral part of the leadership team working in collaboration with others. The position will also assist collaboratively with fund raising.

III. Essential Job Functions:

- Advocate for state and local policies that support learning opportunities beyond the classroom in communities.
- Be an active spokesperson for the mission and vision of OST MN's work.
- Position OST MN to take advantage of policy changes and opportunities.
- Establish OST MN as a viable statewide resource in matters affecting out-of-school time opportunities for children and youth.
- Build relationships and a network of contacts which include: staff, constituents, volunteers, donors, advocates, other nonprofits, businesses, civic organizations, political leaders, media, government agencies, the community and the larger society.
- Direct and implement day-to-day operational aspects of the OST MN statewide network, youth programs (fellowships and internships), learning communities toward meeting all final deliverables.
- Advance integrated, community-based systems that increase cross-system partnerships and community-based ventures that improve outcomes for all youth.
- Mobilize the power of youth to enliven, expand and transform programs and systems.
- Working closely with the Communications Specialist, oversee strategies to all stakeholders so they can coordinate or inform their actions with it.
- Decide when new policy strategies are needed in the short term and long range.
- Participate/collaborate in regional and national forums in order to build appropriate partners and keep apprised of trends, threats, and opportunities.
- Coach OST MN staff on change management with an emphasis on more collaborative utilization/leveraging of youth-based resources.

IV. Position Requirements:

A. Minimum Education and Experience

- A bachelor's degree required; an advanced degree is preferred.
- 8-10 years professional experience with at least three years experience in a senior management leadership capacity.

B. Skills, Knowledge and Abilities

- Demonstrated knowledge of child and youth development theory and practice, especially in the non-profit or out-of-school time sector.
- Ability to identify and integrate state/national trends into the work of OST MN that could have an impact on child/youth development as well as intermediaries like OST MN.
- Demonstrated experience organizing and/or managing collaborative or partnership efforts with emphasis on mobilizing diverse constituent groups for a common purpose.
- Demonstrated experience with advocacy and policy development.
- Demonstrated excellence in oral and written communications skills and the ability to use current technology efficiently (Word, Excel, Power Point).
- Strong interpersonal skills.
- Ability to handle multiple tasks simultaneously.
- Ability to establish relationships with donors and community leaders that engender both comfort and confidence.
- Demonstrated ability to be at ease with individuals representing a broad spectrum of beliefs, backgrounds and ideologies to work in crafting solutions.
- Demonstrated knowledge of organizational development, operational and project planning and strategic planning processes.

V. Working Conditions and Environment:

This position is located in an office setting. The building is accessible and smoke free. This position works during normal business hours and may include evening and/or weekend hours.

VI. Salary Range:

The salary range for this position is approximately \$75,000-85,000 and based on experience.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.