



Black AIDS Institute
Job Posting
Policy & Organizing Manager

Overview

The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute is looking for a highly skilled and self-motivated Policy & Organizing Manager to help us end HIV and AIDS. The Policy & Organizing Manager is an essential part of the Black AIDS Institute's continued leadership as the only national HIV/AIDS think and do tank focused on Black people and plays an integral role in the next generation of Black HIV/AIDS response by developing and implementing policy and mobilization strategies to end the HIV and AIDS epidemic in the U.S.

This position reports directly to BAI's Director of National Programs and works closely with the President & CEO to set the organization's policy and advocacy strategies. The Policy & Organizing Manager plays a critical leadership role in driving BAI's policy and mobilization leadership efforts and providing analysis and research on issues related to HIV. The position also leads and manages staff that provide support to 20+ coalitions across the country under the Black Treatment Advocates Network (BTAN). Our network of grassroots and local leaders across the country are the backbone of BAI's policy and mobilization efforts. The Policy & Organizing Manager leads the team that ensures our BTANs have the resources and tools to inform our national policy strategy and respond to the HIV epidemic in their local communities.

The ideal candidate will have strong organizing and HIV policy experience, demonstrated commitment to anti-oppression work that fights for the core values of social justice and equity, and thrive in an unapologetically Black work environment. While this is a full-time position, some weekend and evening hours will be required. Significant travel is required.

Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.

Job Location: Los Angeles, CA or Southern U.S. (preferably Atlanta, GA or Washington, DC)

Reporting Relationship: Director of National Programs

Supervisory Relationship: National Community Organizers, Interns

Agency-wide Duties and Responsibilities:

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural Humility
 - Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency

Position-Specific Duties/Responsibilities:

- **Strategy and Leadership**
 - Provide strategic vision and direction for building BAI's organizing strategies, focused on building power in Black communities
 - Identify and manage campaigns aligned with BAI's mission, vision, and values
 - Integrate community organizing with long-term, sustainable community-driven policy change efforts and integrate policy research and advocacy with grassroots organizing
 - Work with the development team to research, solicit, and develop proposals; and submit reports
 - Work with BAI's leadership team and staff and community leaders to identify emerging issues, strategies and campaigns that are responsive to both community needs and organizational priorities
- **Policy Analysis & Research**
 - Conduct legislative and policy analysis and research on issues impacting HIV in Black America
 - Track all relevant state and federal legislation and other policy developments related to HIV
 - Translate complex policy issues into relevant, actionable messages
 - Develop white papers, statements, policy briefs, fact sheets, talking points and other policy leadership material laying out BAI policy positions
 - Inform BAI staff of trends and impacts of current and potential policy and legislative happenings
 - Serve as subject matter expert on all HIV-related policy matters
- **Policy & Advocacy Planning and Implementation**
 - Build annual policy, legislative and advocacy strategy for BAI and provide strategic oversight for execution of strategies

- Regularly advise, consult, and inform policy makers (in DC and local jurisdictions) and BAI staff regarding issues affecting HIV in Black communities
 - Work with national and local partners to advance BAI policy priorities
 - Develop and strengthen relationships with elected officials, partners, and influencers through meetings and coalition participation
 - Develop and cultivate relationships with local and national public officials
 - Represent BAI in policy coalitions and at public events to provide a face through formal presentations, interviews and relationship management (as related to public policy)
 - Prepare BAI staff and constituents for meetings with elected officials and other policy stakeholders
- **Mobilization Planning & Implementation**
 - Manage direct reports and team members to develop national and local campaign strategies with partners and local BTAN (Black Treatment Advocates Network) chapters
 - Manage community engagement programs including listening sessions, advocacy training programs, educational policy-related events, mobilization engagement events, etc.
 - Identify challenges and opportunities in local communities and translate them into national policy priorities and strategies
 - Support staff in event planning related to mobilization activities
- **Policy Communications**
 - Work with BAI's communication team to develop and implement annual communication strategies, advocacy campaigns, and messages related to BAI's policy and advocacy priorities
 - Develop and disseminate relevant information to national and local partners, policy makers, the media and communities
 - Draft op-eds and articles on policy and advocacy topics
 - Lead writing and copy-editing fact sheets, action toolkits, and web and social media content

Professional Qualifications:

- Minimum 4 years of experience in HIV advocacy and public policy
- Minimum 1 year of experience in organizing and/or supporting coalitions
- Minimum 2 years of experience developing press releases, statements, issue-based articles, speaking points, and other writing for health and health-policy related issues
- Minimum 2 years of experience in managing staff
- Bachelor's degree or higher in a public policy, communications, public health or related field preferred. Combination of education and experience will be considered
- Organized approach to maintaining and tracking multiple relationships
- Experience supervising and directing the work of others
- Ability to work independently, take initiative, and assume responsibility for new and emerging projects

- Demonstrated knowledge and expertise with Black HIV prevention and care programming and HIV and health policy at a local and national level
- Excellent written and oral communications skills; proven ability to translate technical content into compelling materials for advocacy and policy audiences
- Excellent time management skills with the ability to manage multiple projects in a fast-paced, deadline-driven team environment
- Ability to take initiative, think logically and demonstrate problem solving skills
- Project management skills including research, planning and execution of special projects
- Experience leading and coaching cross-functional teams
- Ability to thrive and problem-solve in an agency that is transforming and continually responding to, and evolving with, social turmoil, breaking news, political change
- Ability to meet tight deadlines and work on multiple projects simultaneously with high attention to detail and follow through
- Ability to use Asana as a project management software

General Skill Requirements:

- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

To apply, click here:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3577343. **Submit a cover letter, resume and an HIV-related statement, op-ed, or article you have authored as a writing sample.** Incomplete submissions will not be considered. Initial screening will begin immediately and will continue until the position is filled. No phone calls or emails, please.

About the Black AIDS Institute

The Black AIDS Institute is the only national HIV/AIDS think and do tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit www.blackaids.org.