

JOB ANNOUNCEMENT

Director of Public Policy

The Tahirih Justice Center (Tahirih) is a national non-profit organization that protects courageous immigrant women and girls who refuse to be victims of violence, elevating their voices in communities, courts and Congress. Through pro bono holistic legal services and nonpartisan public policy advocacy, Tahirih empowers and supports women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, “honor” crimes, and forced marriage. Tahirih is a Bahá’í-inspired organization and works to create a world where women and girls enjoy equality and live in safety and with dignity. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of over 40 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Tahirih is seeking a dynamic Director of Public Policy to spearhead Tahirih’s national advocacy initiatives, forging and mobilizing diverse coalitions and engaging bipartisan allies to press for laws, regulations, policies and precedent that better protect immigrant women and girls from violence.

The Director will lead Tahirih’s efforts to bring about lasting, systemic change and to secure stronger protections and supports for immigrant survivors, including under US asylum laws, the Violence Against Women Act, and the Trafficking Victims Protection Act. The Director will also drive the development of legislative and policy proposals emerging from Tahirih’s groundbreaking national campaigns, such as the Forced Marriage Initiative and the Campaign to End Abuse and Exploitation through International Marriage Brokers. The Director will also promote other US legislation to prevent and address violence against women and girls worldwide.

The Director will serve as Tahirih’s primary spokesperson on policy issues to Tahirih supporters, advocates and colleague organizations, legislators and policymakers, and the media. The Director will also work closely with Tahirih’s communications staff to enhance public understanding and to ensure that stakeholders are informed and invested in advocacy to protect and empower immigrant women and girls.

Based in Tahirih’s national headquarters office in Falls Church, VA, the Director of Public Policy will report to the Executive Director and manage a small but growing policy team.

Primary Responsibilities

- Monitor and analyze policy and legislative developments that impact immigrants generally and immigrant survivors specifically (including both general asylum reforms and specific reforms for women and girls fleeing gender-based persecution)
- Track trends and problems encountered by legal and social services staff across Tahirih's field offices and among colleague organizations, including gaps in available protections and supports at the federal and state levels, and assess the need for policy or legislative solutions
- Promote expanded and improved protections and supports for immigrant survivors and oppose measures that could narrow or weaken their current access
- Brief staff and consult internally on policy proposals and positions; identify best opportunities for Tahirih's engagement; propose public policy priorities and objectives; and develop strategies and workplans to accomplish advocacy goals
- Draft federal and model state legislation and other policy proposals and supporting advocacy materials, including factsheets, talking points, action alerts, sign-on letters, hearing statements, and other resources
- Advocate to administrative agencies for the full implementation of protective legislation and policies
- Help identify opportunities for Tahirih to engage in impact litigation (appeals or amicus efforts) before the Board of Immigration Appeals, Federal Courts of Appeals, or the Supreme Court
- Build and maintain key strategic partnerships and relationships, including with coalition allies, Congressional and Executive offices, and Tahirih's network of pro bono public policy professionals
- Collaborate with the communications team to promote awareness and engagement by the public and policymakers; serve as Tahirih's primary spokesperson on policy issues
- Work in close partnership with the Management Team and other senior directors to advance cross-departmental and overall organizational goals
- Develop and manage Public Policy department budget; supervise policy staff and volunteers/interns
- Work with the Director of Development to identify, solicit, secure and sustain funding to support a strong policy program

Required Qualifications:

- 7-10 years of relevant legal experience, including a minimum of 5 years' experience in policy advocacy involving US immigration law, domestic violence, sexual assault, human trafficking, or other gender-based human rights issues
- Strategic thinker with ability to identify, prioritize and leverage opportunities for engagement
- Excellent analytical and communication skills; ability to make complex information accessible to a wide variety of audiences, and to tell compelling stories that inspire champions and change
- Ability to multitask and manage stress well in a fast-paced environment with frequently shifting priorities

- Highly organized and effective manager of own and others' work
- Energetic, positive leader and supportive team player
- Strong relationship-building skills and track record
- Sharp attention to details as well as an appreciation for the big picture
- A sincere commitment to nonpartisanship and a demonstrated ability to collaborate with individuals, groups and policymakers with opposing points of view and diverse political perspectives

Preferred Qualifications:

- Experience on Capitol Hill or in a federal executive agency
- Experience working directly with immigrant women survivors of violence and those from diverse cultural backgrounds
- A minimum of 3 years' experience supervising staff
- Experience in fundraising and managing program budgets

Annual salary and benefits: Annual salary is competitive and depends on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

Submissions: Please email a cover letter, resume, and a list of three references to:

Human Resources Department
Tahirih Justice Center
6402 Arlington Blvd, Suite 300
Falls Church, VA 22042
recruiting@tahirih.org
Fax: 571-282-6162

Please note: Candidates applying must have work authorization in the United States.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.