The Public Policy Officer leads the overall approach to engaging in and advancing policy and advocacy for the Community Foundation. This position will develop coordinated goals internally with the Community Foundation’s leadership team while engaging external partners in providing input to the agenda, priorities, and systems level advocacy needed to advance the strategic priorities of the organization. The Public Policy Officer will oversee a Public Policy Portfolio of policy issues that directly affect the Community Foundation’s priorities, gifts, grantees and/or the most vulnerable residents of Kalamazoo County.

The Work
- Lead the process to develop a comprehensive and focused approach and portfolio for advocacy
- Lead resident and partner agency engagement
- Provide regular data, reports, and resident voices to local, state, and federal policymakers
- Conduct advocacy, lobbying, facilitation, training, planning, and relationship building
- Provide regular updates to the Strategy and Leadership Team
- Develop and continuously improve activities through research, monitoring, and reporting
- Lead communications, documents, tools, and training aids in engaging key stakeholders
- Direct interns, fellows, peer staff, or consultants as required for public policy and advocacy efforts
- Ensure the approach and portfolio activities are limited to the legal boundaries of a community foundation and nonprofit organization

The Place
- Our employees are highly engaged and passionate about the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work
- Bachelor’s degree in public administration, policy or related field, or an equivalent combination of training and relevant work experience
- Three (3) or more years of experience in policy roles in government, public affairs, or nonprofit advocacy
- Demonstrated ability to obtain results in the policy sphere, and strong existing relationships with state, local, and federal policymakers
- Strong cultural competence, networking, and interpersonal skills
- Ability to adapt messages to diverse audiences with credibility and relevance
- Creative problem solver who is imaginative
- Complex problem-solving abilities
- Effective in guiding and directing others
- In-depth knowledge/understanding of computers including general business software such as Microsoft Office Suite

Preferred for the Work
- Three (3) or more years of experience in philanthropy and/or the nonprofit sector at the local, regional, state, or national levels.

What We Offer
- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace