Job Posting and Description

POLICY & ENGAGEMENT COORDINATOR

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About the Inland Empire Community Foundation

IECF is the longest-serving community foundation in the Inland Empire, serving Riverside and San Bernardino Counties. Established in 1941, IECF works with donors of all sizes, stewards more than $100 million in assets, and provides college scholarships and grants to hundreds of students and In In nonprofit organizations. In 2018, IECF’s Board of Directors began exploring policy advocacy as a new approach for the foundation, considering new ways IECF can provide community leadership. In 2020, IECF’s Board of Directors adopted equity as a lens for its grantmaking, programs, and partnerships. Building on several years of significant growth, IECF is seeking a Policy & Engagement Coordinator who can develop, implement and engage community around the emerging strategies in IECF identified focus areas of Education, Climate & Environment, Housing & Homelessness, Health, and Inclusive Economic Development.

Position Summary

IECF’s Policy & Engagement Coordinator is a full-time position, supervised by the President and CEO and Director of Policy and Governmental Affairs. Taking a participatory approach, this position will build strategies and influence through deep collaboration with community-based organizations and partners while also bridging institutional relationships and cultivating partnerships with public elected and appointed leaders. The person in this position will also help develop strategic and operational plans to advance strategies that foster equity and inclusion at multiple levels (Government, Private, Nonprofit) based on continuous strategic analysis and goals developed with diverse coalition partners, staff, and IECF’s Board of Directors.

Specific Responsibilities:

- Assist in developing and deploying a regional/local advocacy strategies that align with IECF’s state strategy and priorities.
- Build and manage IECF’s relationships with nonprofit partners local elected offices.
- Identify and analyze local and state laws, and monitor legislation relevant to IECF priorities.
- Collaborate with IECF Marketing & Communications team on social media, earned media, presentations, partner outlets, and more.
- Participate in IECF pillars process and planning.
- Participate at regional coalition tables as requested.
- Assist with the dissemination of policy and advocacy related content and communications to the community in collaboration with appropriate staff and partners.
- Lead and manage IECF’s data & analysis efforts and collaborate with data & research tables.
- Help design and implement internal and external learning events and training programs related to IECF’s policy and advocacy efforts.
- Assist with the organizing of regional and statewide partners towards specific policy issues as they arise on an as needed basis in concert with appropriate staff.
- Assist with any presentation of communications materials, and serve as a spokesperson as appropriate; (local testimony, etc.).
- Assist IECF’s programs team to make grant investments into partners and coalitions to implement policy and strategic programming.
- Support IECF’s CEO and staff, including IEGO with identification, communication and acquisition of local, state and federal dollars to the region.
- Help coordinate, convene and document IECF policy grantees as needed for learning, strategy, and evaluation.
- Assist with any statewide campaigns or advocacy as directed.

Preferred Qualifications

- Experience developing and executing campaigns.
- Understanding of state, local and federal processes.
- Experience in a policy related office.

Required Qualifications

- At least 3 years of work experience in policy advocacy, community engagement, or related role, within a mission-driven entity.
- Bachelor’s degree required.
- A strong commitment to equity, opportunity, and an ability to incorporate a lens of racial and gender equity for policy advocacy work
- Experience in community-based organizations and grassroots policymaking.
- Exceptional writing, editing, and oral communication skills.
- Ability to manage multi-faceted projects with a focus on macro goals and outcomes, remain organized, and ensure details are handled.
- Ability to use discretion, sound judgment, and maintain the strictest confidentiality when handling sensitive materials and information.
- Excellent time management.
• Technical skills in, or the ability to quickly learn, relevant software applications (Excel, MS Word, Foundant’s Community Suite, Microsoft Teams, Powerpoint).
• A sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive work environment.
• Ability to work fulltime, travel by car and plane periodically, and work for consecutive hours at a computer.

Compensation

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is $70,000 - $100,000 based on proven experience meeting the qualifications in this job description.

EEO Statement

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

How to Apply

Please send a cover letter outlining your fit and passion for the job, along with a resume to Kim Potter, Executive Assistant, at kpotter@iegives.org. Applications will be accepted until the position is filled. When the position is closed, it will be noted on our website under “Jobs.”

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.