



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Manager, Public Affairs	Reporting To: Chief Strategy Officer
Department: Strategy	Position: Full-time/Exempt

Purpose of Position

The Manager, Public Affairs will work with federal, state, and local elected officials and their offices to generate awareness and support for the policy agenda of Orange County United Way (OCUW). The incumbent is responsible for working with OCUW staff, consultants, volunteers, coalitions, and partner organizations to build support for OCUW policy priorities and to integrate advocacy messaging into relevant OCUW programs and events.

Key Duties and Responsibilities

- Strategically coordinate efforts to maintain good governmental relations and further the public policy priorities of OCUW.
- Provide regular advocacy briefings for senior OCUW staff and volunteer leadership.
- Schedule/coordinate meetings with elected leaders, their staff, and other government officials to gain support for OCUW’s advocacy priorities.
- Create briefing materials for OCUW leadership to prepare for meetings and conduct appropriate follow-up actions.
- Maintain a current contact list of elected officials and their staff across Orange County.
- Monitor federal, state, and local legislative issues of concern to OCUW and maintain current knowledge of government funding opportunities, political trends, and legislation.
- Track and monitor interactions, prepare required reports, and maintain records of involvement with elected officials, cities, county departments, and more, and update CRM database accordingly.
- Work with OCUW’s initiatives/programmatic teams to coordinate and provide guidance on targeted advocacy efforts.
- Provide policy research, development of support materials, recruitment of spokespersons, and other activities as needed to advance OCUW’s policy agenda.
- Participate in coalition-building efforts and collaborative partnerships to leverage opportunities that advance OCUW’s policy priorities.
- Provide staff support to the volunteer OCUW advocacy committee; collaborate with the advocacy committee to develop policy priorities and track progress/activities related to priorities.
- Represent OCUW with United Ways of California and United Way Worldwide advocacy coalitions; support 211CA efforts in conjunction with 211OC leadership.
- Support volunteer recruitment, retention, and mobilization efforts.
- Coordinate and provide support materials for state/federal advocacy days and/or local in-district meetings.
- Collaborate with communications/marketing staff on media related to advocacy efforts.
- Provides advocacy presentations and training opportunities to volunteers and staff.
- Attend and participate in relevant OCUW meetings throughout the year, including staff training, state-level meetings with staff partners, and board meetings as required.
- Other duties as assigned.



Core Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Job Requirements /Technical Knowledge

- Bachelor's Degree in public policy, political science, or related field or equivalent work experience
- Three (3) years of governmental, legislative, regulatory, or related community relations experience; having positive relationships with Orange County's legislative and government affairs community.
- Experience building/managing coalitions and developing/implementing grassroots and media advocacy tactics preferred
- Working knowledge of the political and business dynamics of Orange County cities/communities
- Exceptional oral and written communications skills as described in core competencies
- Proficiency with Microsoft office (Outlook, PowerPoint, Excel, and Word)
- Policy analysis and technical (legislative and regulatory) writing skills
- Ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints
- Knowledge of the principles and practices of strategic planning, budgeting, and managing work
- Self-motivated and able to work effectively with minimal supervision
- Ability to represent Orange County United Way with public/private partners
- A team player who is inclusive, flexible, and creative
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Must be available to work flexible hours, including some evenings and Saturdays
- Access to reliable transportation

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

Compensation

Expected pay range will be \$69,000 to \$85,000. Pay is commensurate with experience; competitive benefits.

Send Resumes To:

recruiting@unitedwayoc.org
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