

**POSITION ANNOUNCEMENT**  
**Public Policy Manager**

**Job Type:** Permanent, Full Time (40 hrs/wk)

**Reports to:** Director of Legal and Advocacy Services

**Rate:** \$72,000 - \$82,000 (annually)

**Location:** Madison, WI

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**Application Instructions:** Submit resume **and** cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications, online at <http://www.disabilityrightswi.org/careers>

**Application Deadline: May 8, 2023, 5:00PM.** Position will remain open until filled.

*Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.*

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## **What is DRW?**

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

DRW arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from underprivileged and underserved communities. We strive to create a welcoming and inclusive environment at DRW. We work to specifically address disability-related injustices at the intersections of disability and race, disability and gender, disability, and gender-based violence, and more.

## Job Summary

DRW's public policy program promotes the rights and quality of life of people with disabilities through legislative and public policy reforms. The Public Policy Manager will lead in DRW's efforts to develop and implement its overall state and federal public policy direction and strategy in collaboration with DRW's substantive issue experts; track relevant state and federal legislation and budget issues; collaborate with other disability organizations on public policy strategies; work directly with legislators and legislative staff to help them understand the likely impact of proposed legislation on the lives of people with disabilities; and provide training on public policy issues to consumers and families.

## Key Responsibilities

### Internal Leadership on Public Policy (50%)

1. Manage DRW's efforts to address key legislative and public policy issues, provide leadership to DRW's internal Public Policy Committee.
2. Work collaboratively with various content experts within DRW to develop substantive public policy positions consistent with DRW mission and priorities.
3. Track relevant state and federal legislation and budget issues and coordinate/track DRW staff activities on these issues; produce tracking reports in a consumer-friendly format.
4. Manage DRW's lobbying compliance regarding all staff who participate in public policy work, which includes reporting; fee submissions; and, in consultation with the Director of Legal and Advocacy Services, provide interpretation and guidance to staff on lobbying regulation.
5. Conduct research and provide analysis of selected legislative, administrative and policy proposals; and proactively develop improvements, changes, and new proposals as they relate to people with disabilities.

### External Leadership on Public Policy (40%)

1. Lead the response of DRW on emerging public policy issues on a statewide and federal basis.
2. Responsible for drafting and coordination of key communications related to public policy, such as press releases, social media, educational materials, etc.
3. Attend, prepare testimony for, and testify at, select legislative hearings and committee meetings; as well as provide support to DRW staff as they develop/present legislative testimony; prepare for face-to-face meetings with policymakers; and conduct other public policy activities.

4. Work collaboratively with other advocacy organizations on the development of policy proposals, coordination of policy strategy and development of testimony.
5. Participate as DRW representative on Wisconsin Survival Coalition and other selected coalition meetings to support and inform DRW's public policy priorities.
6. Develop direct relationships with policymakers, including elected and appointed government officials, as prioritized by DRW.
7. Conduct outreach, education, organizing and mobilizing activities with self-advocates/grassroots to help them participate in public policy activities and initiatives.
8. Join other partner agency staff in developing materials and delivering trainings for consumers and families on various public policy issues.

### **Other Responsibilities (10%)**

1. Work with Executive Director and Development and Communications Manager to strengthen public policy capacity through additional funding sources and collaborations.
2. Work with other DRW staff, including the DCM, to ensure effective messaging through social media and all sources.
3. Supervise and provide guidance to the Coordinator of the PAVA (Protection & Advocacy for Voting Access).

## **Qualifications**

### **Required:**

- Bachelor's degree in Communications, Marketing, Political Science, Public Relations or related field from an accredited college or university is preferred. The equivalent of 4 years of full-time experience working in legislative administration or government relations may be substituted for a college degree.
- Minimum 4 years' experience working directly with legislative and policy issues.
- Exceptional written and verbal communication skills, including the ability to write concisely, precisely, and compellingly as well as outstanding editing skills.
- Excellent organizational skills including ability to manage multiple priorities and timelines.
- Able to work collaboratively with others yet take initiative and work independently.
- Knowledge and commitment to the principles of disability rights.
- Experience/direct contact with persons of culturally diverse backgrounds.
- Some statewide travel is required.

**Preferred:**

- Direct experience with people with disabilities and challenges they face in leading a meaningful life of autonomy and self-determination.
- Direct experience working with legislative and/or executive branch staff on current policy issues.
- Experience working with the media and the press.
- Experience building coalitions, and/or with grassroots and community organizing.
- Experience generating content for and maintaining a strong presence, using traditional communications as well as social media
- Familiarity with policy issues relevant to people with disabilities, organizations, advocates, and communities that represent disability, health, social justice, or related issues.

**Benefits**

Disability Rights Wisconsin places a high value on the well-being of our staff. We offer the following benefits for permanent employees working at least 20 hours per week: health, vision, dental, and life insurance; short- and long-term disability; 401(k) retirement savings plan with employer contribution, flex spending plan, health reimbursement account as well as optional commuter choice plan, pet insurance, critical illness insurance, and identity theft insurance. Paid time off includes generous holiday, vacation, personal, medical, and bereavement leave, as well as time for volunteering, voting, and jury duty.

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EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.