

## **Policy Director - Job Posting**

Minnesota Elder Justice Center

Open posting: 11/10/17 - 11/20/17

We are seeking a Policy Director to develop, coordinate and implement a public policy program that is focused on positively impacting older and vulnerable victims of abuse, neglect and financial exploitation. This includes community outreach, government relations and coordinating collaborative policy work. This position will work closely with and reports to the Executive Director.

The mission of the Minnesota Elder Justice Center (MEJC) is to mobilize communities to prevent and alleviate abuse, neglect, and financial exploitation of elders and vulnerable adults. To do this we work with, educate, support and train: older adults and their family and caregivers, professionals working with older adults, professionals working with victims, primary and secondary victims of elder abuse, and general public concerned about preventing elder abuse across the state of Minnesota. We are a statewide, nonprofit, nonpartisan organization that provides:

- Prevention Activities
- Direct Service Intervention Supports
- Public Awareness
- Professional Training and Technical Assistance
- Systems Collaboration and Change Opportunities

The MEJC Policy Director is responsible for developing policy initiatives (primarily during the interim), as well as responding to others on behalf of MEJC (during interim and session).

### **Primary Responsibilities:**

- Represents the organization well to its constituencies, including clients, other nonprofits, government agencies, elected officials, funders, and the general public
- Establishes and makes use of working relationships with organizations and individuals in the disability, aging, and crime victim fields
- Monitor and work to address pertinent state and national legislation affecting older or vulnerable adults
- Develop annual policy priorities, in coordination with Executive Director and Board of Directors
- Develop and lead policy efforts pursued by the Minnesota Elder Justice Center
- Participate in task forces and workgroups as they pertain to systemic or policy changes
- Coordinate and lead Center Partners' monthly professional collaborative meetings
- Coordinate collaborative systematic changes or policy efforts through Center Partners' working groups
- Participate in professional education and training efforts, as available and appropriate

**Required Qualifications:**

- Thorough knowledge and understanding of elder abuse, aging issues, and issues pertaining to vulnerable adults;
- Extensive knowledge of authorizing language in statute, including programs in DHS, DPS, and MDH as they pertain to the maltreatment of older/vulnerable adults;
- Understanding of the implications, impacts, challenges, and opportunities these programs may have for older or vulnerable adults, and our sector generally
- Understanding of trends, research, and best practices at local; state and national levels
- Demonstrated relevant experience developing legislative efforts in Minnesota, including the process of gathering initial feedback and ongoing input throughout the development, advocacy and execution process
- Understanding of political dynamics surrounding MEJC's issue areas, including organizationally, economically, electorally, and in the community
- Demonstrated experience working with diverse stakeholders at the local and state level;
- Excellent communication, training, and public speaking skills;
- Excellent organizational skills, with the demonstrated ability to prioritize and handle a variety of tasks, and meet established deadlines;
- Excellent skills in diplomacy and relationship building;
- Be flexible to changing work projects and demands.
- B.A. or B.S degree in related field; Law degree/Public Policy advanced degree preferred; and
- Valid driver's license, current insurance and reliable car.

**Additional information**

Along with the aforementioned qualifications, the ideal candidate will:

- have the desire to work in a small nonprofit setting;
- be attuned to timelines and details;
- have the ability to build meaningful relationships;
- be able to work both independently and work closely with other staff, often on the same projects; and
- have a desire to improve systems for older and vulnerable victims of abuse.

**Salary and Benefits**

Anticipated part-time (80%/32 hrs per week) position. Anticipated annual starting salary range \$40,000-\$52,000 for 32 hours per week, depending on experience. Employer-paid dental insurance, life insurance, and long-term disability insurance; 403(b) retirement plan with a 6% employer match; generous holiday and PTO plan and a flexible work environment. **We are unable to offer medical insurance.**

**To Apply**

To apply, please email a cover letter and resume to [info@elderjusticemn.org](mailto:info@elderjusticemn.org) by November 20, 2017, or mail to:

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