

Position: Director of Public Affairs
Reports to: Chief External Affairs Officer
Supervises: Consultants and Interns, as needed

Mission Statement:

Cleveland Rape Crisis Center supports survivors of rape and sexual abuse; promotes healing and prevention; advocates for social change.

Position Summary:

The Director of Public Affairs works to hold local, regional, state and federal governments accountable to their fiduciary responsibilities to survivors and service providers while working to create a climate that is supporting of their needs. A key member of the leadership team, the Director of Public Affairs works in close partnership with the Chief External Affairs Officer and Chief Executive Officer to influence public policies and maintain strong partnerships.

Principle Duties include (but are not limited to):

Public Policy:

- Develop and implement annual advocacy agenda, in partnership with senior leadership.
- Identify and track policies that affect survivors and service providers.
- Provide senior leadership counsel on agency position(s).
- Organize staff, community and stakeholder-based advocacy efforts.
- Write content for internal and external audiences; ensure messages are consistent with mission, values and current strategic plan.
- Coordinate meeting logistics; prepare briefing documents; develop key messages and talking points; conduct follow up.

Government Relations:

- Position CRCC as a trusted, expert, non-partisan source of information.
- Manage relationships with representatives of city, county, state governments; Northeast Ohio federal delegation.
- Build and manage productive relationships with assigned federal funders.
- Enhance engagement through formal communications and stewardship program.
- Plan and coordinate special events, educational sessions and community forums.
- Represent CRCC at meetings: Funder, Government, Stakeholder, Partnerships.

Community Relations:

- Participate in relevant community collaborations and coalitions.
- Develop and maintain a broad network; partner to advance goals and policy agenda.
- Support media relations related to government affairs.

Leadership & Administration:

- Work to further the mission of Cleveland Rape Crisis Center.
- Build and maintain relationships with clients, staff, consultants, and partners.
- Act as advisor to Chief External Affairs Officer; offer accurate knowledge and information to assist in making informed decisions.
- Produce annual work plan; case statement(s), strategies, activity timelines; benchmarked goals, objectives and outcomes.
- Integrate CRM and Moves Management process into existing platforms.
- Analyze data and prepare reports.
- Maintain public official's lists and profiles.
- Other duties as assigned.

Qualifications:

Bachelor's degree required. Professional experience typically evidenced by 5+ years of working in the field of Public Affairs/Government Relations.

Professional must have demonstrated written communication abilities as well as honed critical thinking and relationship-building skills. The ideal candidate will be a highly organized, goal oriented, self-starter, who likes to work with autonomy. Candidates with strong skills in creating written communications of various lengths are highly preferred. Candidates lacking a sense of humor will not be considered.

Hours of Work: This is a full-time, exempt position. Occasional evening and weekend work hours will be required. This position has a flexible schedule for the purposes of meeting the objectives of the position.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.