Policy Engagement Coordinator

The West Virginia Community Development Hub (The Hub) is growing our team with a new Policy Engagement Coordinator role. If you are passionate about West Virginia communities and interested in being part of a team that will drive funding and resources from the federal (national) level to the most high-need, distressed communities in Appalachia, this is an ideal position for you. This job is an opportunity to make a real impact on the systems that are responsible for changing the trajectory of West Virginia communities. If you love working with teams and are interested in building up your skills around policy; building your personal network with new relationships with people around state, region, and nation; and engaging in innovative, solutions-oriented strategies, consider this new position at The Hub!

Who We Are

The Hub is a statewide nonprofit organization that works directly with dozens of towns, cities and community teams each year; communicates with a network of thousands of engaged readers who want to make a difference in their communities; and activates policy opportunities to change the systems that are responsible for community and economic growth in West Virginia.

Hallmarks of the organization's work are to spur on fresh momentum where little exists; to unite the forces of groups that have not considered - or even resisted - collaboration in the past; and to champion new, and sometimes unexpected, leaders. Over the past year, 1 in 5 West Virginians were positively impacted by Hub-related projects. Learn more about our work at wvhub.org.

What You’ll Do

The Policy Engagement Coordinator reports to The Hub’s Executive Director and will work with project teams to advance strategies that will address long-held challenges to community and economic growth in the state and bring new and increased resources to West Virginia. You are responsible for the following:

- You will coordinate and support networks of people to advance federal (national) level policy changes with an initial focus on removing barriers to federal funding reaching the most high-need communities in the state;
- You will track progress on existing federal funding opportunities;
● You will engage with local, regional, and national partners outside of The Hub organization (including individual people; elected officials; representatives of councils and associations; nonprofit organizations; members of philanthropy; and others) to identify new opportunities for policy solutions and coordinate strategies to help resolve them;
● You will build and maintain relationships with federal level agency staff and decision-makers;
● You will lead research projects and draft comments, white papers, and campaign materials;
● You will coordinate with The Hub’s communications team and partners outside of The Hub organization to support the creation of public education campaigns; and
● You will be a thought partner in creating strategies that advance innovative policy-related solutions to long-standing community challenges.

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in five areas:

1. **Relationship-building:** You develop and maintain strong, collaborative working relationships with a diverse group of people. You are proactive in building new relationships and enjoy the process of connecting people to one another. You like building teams and bringing new and different groups of people together. You prize relationships over process and understand that sometimes the plan needs to change in order to make the relationships work.
2. **Drive to achieve results:** You have a track record of accomplishing goals and getting results even when there are obstacles. You regularly initiate new work or projects in response to opportunities. You are able to pivot plans in response to challenges and competing priorities. You set a high bar and meet it.
3. **Inclusive leadership:** You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making. You see yourself as a leader in your own right, and also value seeking out those who have the experience to guide, advise, and plan how you approach the work.
4. **Technical Communication:** You enjoy taking sometimes complex issues and materials and translating them into written and verbal language that diverse groups of people can understand. You have an interest in examining research and data and how it impacts people’s everyday lives.
5. **Commitment to equity:** You recognize the role of race, income, age, and other identities in addressing disparities, and you consistently amplify community voices to showcase
the diversity of West Virginia communities and leaders. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

If you were here right now, you would be...

- Building collaborative relationships with new people working in the state, Appalachian region, and across the nation to help bring crucial resources to grow communities and economies in West Virginia
- Tracking the federal funding opportunities that are coming into the state, helping to surface new opportunities and updates to The Hub team, and talking with experts to identify challenges that communities are facing in accessing these opportunities
- Supporting the team coordinating our 2021 WV POWER Summit conference to elevate teams of people across the state who are transforming their communities with the help of federal Appalachian Regional Commission (ARC) POWER grants

What Else You Should Know

The Hub is targeting a salary range between $40,000 - $55,000, with full benefits and generous leave policies. The final salary will be commensurate on the candidate's skills and experience. Nevertheless, we are open to feedback from the market and would welcome the opportunity to connect with potential candidates who may be outside of the compensation band. The Hub is committed to equity in pay practices.

This position is full-time and will start out fully remote, with an option to work out of The Hub’s Charleston office if the candidate indicates interest. Proximity to Charleston may be beneficial but is not required.

Travel is expected for this position, including potential travel to Washington, DC. All travel expenses are reimbursable and travel may often be done in coordination with other Hub staff. Willingness to travel and work flexible hours is required for this position. All travel will be done in accordance with Hub COVID-related travel policies.

The Hub is an equal opportunity employer.

We are actively seeking to recruit diverse candidates to this position that enable The Hub to accurately represent the diversity of West Virginia communities. We are seeking candidates
that demonstrate diversity of perspective, experience and culture. We strongly encourage applications from Black, Indigenous and People of Color applicants as well as any applicants who are historically underrepresented in roles like this.

We strongly encourage applications from people who have a passion for this work, even if their professional experience does not align perfectly with the expectations listed. The Hub has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

**How to Apply**

Submit your application on/by December 31, 2021 to be considered in the first round of review. Applications will be accepted on a rolling basis until the position is filled.

Applications should be submitted via email to k.loudin@wvhub.org with the subject line “Policy Engagement Coordinator Application”.

With your application please include a Cover Letter (explaining your interest in the position and relevant experience), a resume, 3 professional references and 1 writing sample (5 pages or less).

*Guidance on writing sample:* The writing sample should demonstrate to us your research and writing skills. It does not have to be a sample that relates directly to policy, but must be a sample of your own individual writing (i.e. not a group project). Writing samples may be short articles, research papers, public speaking speeches, or detailed PowerPoint presentations. Please send the sample in PDF format.