



[Women's Fund of Rhode Island](#) (WFRI) is hiring for the Policy & Advocacy Director position located in Providence, Rhode Island. The successful candidate will have the qualifications and competencies to facilitate WFRI's public policy programs, including program development and facilitation, volunteer management, and advocacy campaign strategic management. The ideal candidate will be familiar with the philosophical traditions of intersectional feminism, anti-racism, social justice, and participatory democracy.

[Equity and inclusion](#) are key values of our organization, and we continue to evolve to embody these values. As such, we recognize our responsibility to ensure our practices prioritize our values when hiring staff and vendors, recruiting board members/volunteers/fellows, investing resources, holding training, and advocating for policy change.

### **Responsibilities**

1. Oversee and facilitate the Women's Policy Institute (WPI), a nine-month leadership and policy change program that recruits, networks, and trains women across the state to be lifelong advocates for gender equity. Responsibilities include year-round recruitment, program design, facilitation, preparing speakers, and coaching WPI cohort members.
2. Provide ongoing support, coaching, and guidance to WPI participants through the 9-month program, concluding at the end of the annual legislative session.
3. Provide support to/for the WPI alumni network and provide opportunities for continued policy and advocacy growth.
4. Together with the WPI Alumni Network and WFRI's Policy & Advocacy Committee, guide the development of written materials, including research briefs, memos, white papers, fact sheets, presentations, and other materials as needed.
5. Serve as a key member of the staff at WFRI, with oversight of all policy and advocacy initiatives.
6. Help manage volunteers and interns as appropriate.
7. Participate in partner coalition and task force meetings, policy briefings, conferences, and other events related to WFRI's policy agenda.
8. Support fundraising efforts as requested, such as providing information for grant proposals, reports, marketing materials, and attending funder meetings.

### **Qualifications**

- You are committed to WFRI's mission of social, racial, and economic justice.
- You have at least three years of demonstrated experience in advocacy, public policy or a related field required. A Bachelor's Degree is preferred but not required.
- You have a thorough understanding and working knowledge of public policy, issue advocacy, lobbying, and coalition management.
- You have at least three years of experience influencing public policy through the use and strategic application of all tools to affect change, including digital organizing, earned media, relational organizing, and paid or volunteer lobbying.

- You have experience designing, facilitating, and executing seminars, workshops, and conferences with diverse audiences and adults with varying levels of political and policy expertise.
- You have effective oral and written communication skills.
- You have strong organizational, interpersonal, and problem-solving skills.
- You are self-directed with a commitment to building deep and lasting relationships with WFRI supporters, volunteers, partners, and grantees.
- Experience working with and managing volunteers and developing leadership and engagement ladders.
- You have knowledge of elected and appointed officials and experience navigating RI's political landscape.

### **Compensation & Workplace Environment**

This position is exempt and full-time with a salary range of \$45,000-\$60,000 plus health insurance and 401k contribution. This position reports to the CEO. Ability to work from home included, if desired (not required).

### **Applying for this position**

Please describe why you want to do this job, in particular, in your cover letter. We plan to do callbacks and schedule the first round of interviews in early April. This position will be open until filled and will remain on our website until then. If the posting is still up, you should still apply!

Please submit a cover letter and resume (preferably through email) to [knevins@wfri.org](mailto:knevins@wfri.org). You may also mail (not required) these documents to:

Kelly Nevins, CEO  
Women's Fund of Rhode Island  
133 Delaine Street  
Providence, RI 02909

For questions related to the position, you may email or call Kelly at 401-262-5657.