

Request for Proposal - March 31, 2017

Services Required: Responsible Budget Coalition Field Coordinator & Policy Specialist

Dates: April xx 2017-October xx 2017 (6 months from starting date)

Location: Chicago

The RBC Field Coordinator & Policy Specialist is an independent contractor position, currently funded for a three-month project. We are seeking additional funding to extend this contract period.

Organizational Description

The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice and improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Scope of Work

The Shriver Center is the convener of the Responsible Budget Coalition (RBC), a large and diverse coalition of over 300 organizations concerned about state budget and tax issues. It includes organizations that serve children, families, veterans, seniors and people with disabilities; education groups concerned about early learning, K-12 and higher education; labor unions; faith-based and civic organizations; and many others. RBC is a non-partisan, trusted source of information on state budget and tax policy and a leader in the fight to pass a budget that chooses revenue over cuts to vital services.

The RBC's Field Coordinator and Policy Specialist will support this statewide network of organizations with a shared vision for Illinois and a focus on fair budget and tax policy. The contractor will support sustained member engagement in this issue campaign to allow for effective and prompt responses to crises and opportunities as they arise. Alongside other key players, RBC contributes to building a proactive vision for Illinois with the support of a broad base. Understanding the power of coordination between public policy and community organizing for a successful campaign is critical.

Expected Deliverables:

• Coordinate "big tent" coalition with statewide cross-sector membership including human services, social justice, healthcare, education, faith, labor, and other community groups.

- Facilitate and support initiatives that move the campaign forward, strengthen the coalition's base, build skill and capacity of member organizations, and empower impacted communities.
- Participate at a leadership level in RBC policy development, campaign strategy and messaging.
- Engage RBC members in advocacy including in-district meetings with legislators; speaking to media and at press conferences, rallies, town halls and hearings; writing op-eds and letters to the editor, social media and action alerts; and assisting with lobby days.
- Provide added capacity and support to member organizations in state budget advocacy work including
 political and policy analysis, presentations on the state budget, drafting and editing talking points,
 opinion pieces and other written material, and support for events, media work and facilitating
 relationships between members.
- Travel to RBC regional areas to engage RBC member organizations, build relationships around common interests, and execute and participate in events.
- Manage a variety of engagement levels of members (leadership, participant, supporter) and variety of advocacy styles of members (direct action, influential relationships with decision makers, etc.)
- Convene field committee meetings and contribute to planning of executive committee meetings
- Contribute to editing of RBC's weekly newsletter
- Oversee RBC social media and website content, member list and listsery management.
- Serve as media spokesperson as needed; coordinate RBC media relations with Shriver Center communications team.
- Other responsibilities as assigned.

Qualifications:

- Bachelors degree in related field required. Masters degree preferred.
- At least 3-5 years experience in public policy, state level advocacy work and/or community organizing.
- Excellent judgment and the ability to navigate complex organizational relationships with a high-degree of professionalism and interpersonal skill.
- A self-starter with a can-do work ethic. Able to think creatively and problem-solve to reach goals.
- Ability to adapt to change and persevere in a challenging political climate.
- Ability to communicate effectively with people from different perspectives and possess a passion and talent for finding common ground amidst differences.
- A deep commitment to the vision, mission, and values of the Shriver Center, including a core value system of social justice and fairness with a strong belief in the foundational nature of tax structures and state budgets as both expressions and outcomes of a fair and just society.
- Competence at performing qualitative analysis.
- Willingness and ability to travel as needed (estimated 15-20%).

Compensation

The RBC Field Coordinator and Policy Specialist is an independent contractor position, currently funded for a three-month period beginning as soon as a contractor is selected. For tax purposes, the person who is selected for this project is considered an independent contractor and shall be issued a Form 1099 by the Shriver Center for the work completed under this contract. The Shriver Center will not provide health, dental, vision or any other insurance benefits or make any tax, benefit or other withholdings.

Proposal Deadline

Send resume, contract proposal and cost proposal to hr@povertylaw.org. Please send materials as a single and searchable PDF attachment. **Deadlines for all proposals is 5PM**, <u>Thursday</u>, <u>April 20</u>, <u>2017</u>.

Visit <u>www.povertylaw.org</u> for more information about the Shriver Center. Visit <u>www.responsiblebudgetcoalition.org</u> for more information about the RBC.