

Greater Wisconsin Agency on Aging Resources

Position Description

Position Title:	Advocacy and Public Policy Director
Supervisor:	Executive Director
Position Status:	This is a full-time, exempt-status position working standard business hours Monday through Friday with some nights, weekends, and overnights possible.

Position Summary:

This role is responsible for mobilizing the aging network, building powerful coalitions, developing partnerships with other advocate organizations across the state, and representing the interests of older adults and family caregivers before state and federal governing bodies. As a primary liaison to the Wisconsin Aging Advocacy Network (WAAN), this position will synchronize regional and statewide efforts to advance policy priorities and ensure the voices of older adults are heard.

Essential Job Functions:

1. Work with the GWAAR Board of Directors, GWAAR Advisory Council, Executive Director and other staff to develop the overall public policy strategy for GWAAR.
2. Monitor federal and state legislative developments; analyze potential impacts on older adults and service providers to proactively inform and mobilize the aging network.
3. Organize and maintain a grassroots advocacy network based within the county and tribal aging units and aging and disability resource centers (ADRCs) in the GWAAR service area.
4. Provide training and support for aging units/ADRCs, their boards, and constituents with legislative contacts; face-to-face meetings with legislators and staff; and assistance with developing and sharing testimony.
5. Help organize and maintain effective statewide coalitions and partnerships dealing with strategic issues impacting older adults and family caregivers.
6. Develop advocacy campaigns (phone, email, online platform, story collection) to mobilize advocates to engage with their legislators on specific policies impacting the lives of older people and family caregivers.
7. Develop and maintain working relationships with federal and state elected officials and their staff along with the state and federal agencies that direct public policy affecting older people and the aging network.
8. Develop a legislative education curriculum for older people and professionals who work with them from around the state.

9. Provide leadership to GWAAR staff around advocacy efforts related to their assigned program areas and meet periodically with GWAAR specialists and other staff, as appropriate, to discuss public policy issues.
10. Coordinate GWAAR/WAAN legislative activities with local county or tribal aging/ADRC advocacy groups.
11. Maintain a working relationship with other disability and aging advocates and their main organizations and/or coalitions.
12. Attend occasional GWAAR management team meetings as appropriate to discuss strategy on selected public policy items.
13. Regularly meet with WAAN Leadership Team members to identify activities and events in which their assistance and support is needed and by recommending operational tasks and volunteer opportunities in need or support.
14. Provide executive support to the Wisconsin Aging Advocacy Network (WAAN), managing monthly meetings, leadership strategy, and signature events like Aging Advocacy Day.
15. Register GWAAR as a state lobbying principal and serve as a state licensed lobbyist for GWAAR (requires bill tracking, registering on bills and topics of interest, allocating time and expenses to lobbying activity, and filing of six-month reports for the Wisconsin Ethics Commission).

Qualifications:

A bachelor's degree from an accredited college or university with at least 5 years of experience in the field of aging or community organizing or an equivalent combination of training and experience related to the duties of this position. Knowledge of the aging and long-term services network, the legislative process, lobbying requirements as well as experience in grassroots organizing, systems advocacy and government relations preferred but not required. Strong verbal and written communication skills. The successful candidate will demonstrate the ability to work effectively as part of a team while also functioning independently with minimal supervision. Strong written and verbal communication skills, organizational skills, and initiative are required.

Must be able to travel within the state of Wisconsin, including occasional overnight travel, and possess a valid driver's license and proof of insurance.