



POLICY MANAGER

Job Description

About ¡HICA!

¡HICA! (Hispanic Interest Coalition of Alabama) is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino/Hispanic families in Alabama. We are one of the most successful social impact organizations in Alabama and have been a major catalyst for the empowerment and economic progress of the Latinx community for 25 years. We provide over 3,500 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 30+ full-time employees and works collaboratively with community partners and government agencies. ¡HICA! operates community programming in the areas of leadership development and civic engagement, college and career readiness, and financial literacy and economic development. We are in Birmingham, Alabama and have a \$2.7 million operating budget.

Job Summary

The Policy Manager supports policy efforts as it affects Latino and immigrant communities in Alabama. The successful candidate will have experience with research and policy analysis and writing, facilitating conversations between multisector stakeholders, including directly impacted community members, virtual and in-person meeting and event logistics, and federal grant compliance and reporting. The Manager will oversee convenings, prepare reports, ensure grant compliance, lead stakeholder engagement. Additionally, the Manager will support other ¡HICA! research and policy analysis, as needed, under the supervision of the Director of Programs and Community Partnerships.

The position is a full time exempt salaried position.

Reports to: Programs and Community Partnerships Director

Status: Full-time Exempt, salaried position

Location: Birmingham, Alabama

RELATED DUTIES AND RESPONSIBILITIES:

Program Management

- Supervise Civic Engagement Coordinator
- With Programs Director, sets team objectives and oversees key results
- Works with Grants Director and oversees submission of grant reports and statistics as required by funders on a timely basis
- Oversees the development and implementation of grants allocated to the program
- Works with Data Analyst and reviews data collection in Efforts to Outcome (ETO) on a quarterly basis and ensures staff compliance with data collection.
- Works with Programs Director and Finance Director and develops and monitors program budget and work plans
- Coordinates orientation, webinars, in-person trainings

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- Establishes and maintains effective working relationships with team members, constituents, community partners, and the public.
- Responsible for facilitating regular team meetings.

Policy and Advocacy

- Establishes Latino/Immigrant Advocacy Day beginning in 2025.
- Actively participate in coalition spaces supported by ¡HICA! (Alabama Forward, Alabama Arise, etc.)
- Develops and implements, with ¡HICA! CEO and Programs Director, ¡HICA! policies and advocacy positions.
- Works with Data Analyst to become immersed in ¡HICA! Data Dashboards
- Draft insightful and compelling policy submissions, briefings, and papers.
- Engage stakeholders during legislative session
- Work with community members to develop relevant and emerging policy positions
- Develops and oversees ¡HICA!'s civic engagement strategy
- Works with external stakeholders to build programs and campaigns on key policy issues

Narrative Work

- Work with core partners to uplift Latine and immigrant voices and narratives across Alabama.
- Assists with building and coordinating a coalition of leaders to strategize on efforts to deliver key messages and themes for Latine and immigrant issues effectively.
- Monitor daily news coverage regarding Latino and immigrant politics in Alabama
- Work with ¡HICA! CEO to develop and execute coordinated strategies for message development, issue advocacy, that is integrated with ¡HICA! priorities.

General

- Works across ¡HICA!'s programs with other Program Managers
- Assists in securing additional funds for program; i.e. identifies grant opportunities, cultivates donor relationships
- Participates in ¡HICA! functions as needed.
- Complies with all ¡HICA! policies and procedures.

Qualifications:

- Education: Bachelor's Degree preferred and/or management experience
- Experience in advocacy or organizing preferred.
- Ability to quickly assimilate complex issues across multiple areas and distill and communicate them effectively
- Ability to work effectively with minimal supervision.
- Stays informed on Alabama policy debates and issues
- Excellent communicator, able to influence a variety of audiences, in person and in writing.
- Good organization skills, attention to detail, and ability to meet deadlines.
- Ability to professionally engage with diverse audiences and allies.

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- Openness to facilitate conflict resolution in a positive and proactive manner with the goals of finding solutions, producing change, and bringing together team members.
- Flexibility to work evenings and weekends
- Must be an advocate for the mission, values and goals of ¡HICA!.
- Valid Alabama Driver's License and insurance verification.

Compensation:

Competitive annual salary \$50K¹ based on experience plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 12 paid holidays, 1 week mid-year closure, 2 weeks closure at end of year, and Simple IRA Plan with 3% company match after one year of service. All ¡HICA! positions include a three-month probationary period, at the end of which you will have a performance review.

How to Apply:

Send resume and cover letter to Carlos Javier Torres at hr@hicaalabama.org

COVID-19 Policy Statement:

Effective now, ¡HICA! has a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To protect our employees, constituents, and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! requires mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department at hr@hicaalabama.org.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.

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