



JOB DESCRIPTION

Position Title: Public Policy Director

Supervisor: Executive Director

Status: Full-time, Exempt

Salary Range: \$75,000 – \$85,000

Location: Virtual / Remote (with significant in-person presence in Annapolis during the legislative session)

Position Summary

The Public Policy Director leads the development and implementation of the Maryland Network Against Domestic Violence's (MNADV) statewide advocacy and legislative agenda, working in close collaboration with the Executive Director, Board, and statewide stakeholders. This role serves as the primary voice for MNADV in Annapolis, advancing policy solutions that support survivors and promote systemic change.

Key Responsibilities

Legislative Advocacy & Lobbying

- **Direct the Legislative Agenda:** Lead the formulation and execution of MNADV's annual state legislative priorities.
- **Direct Lobbying:** Register as MNADV's lead lobbyist in Annapolis; monitor bills, draft written testimony, and testify before House and Senate committees.
- **Stakeholder Engagement:** Coordinate policy meetings with legislative staff, partner organizations, and coalition members to build consensus on key bills.
- **Tracking & Reporting:** Monitor relevant local, state, and federal legislation and prepare summary reports for internal leadership and external partners.
- **Communications & Outreach:**
 - **Content Creation:** Develop and distribute advocacy materials, action alerts, and e-newsletter articles.
 - **Collaboration:** Partner with the Communications Specialist or other designated staff to manage external messaging, social media content, and website updates related to policy efforts.



- Education: Inform and educate stakeholders on the practical impacts of public policy decisions on survivors of power-based violence.

Policy Analysis & Research

- Strategic Analysis: Research and analyze complex policy issues impacting survivors of intimate partner violence, economic coercion, and stalking.
- Position Development: Draft position papers, policy briefs, and statements that outline systemic solutions aligned with the organization's mission, on a local, state and federal level.

Systems Advocacy

- Coordinate appellate work and participate in statewide councils, task forces, and working groups as the MNADV representative.

Organizational Support

- Mission Alignment: Demonstrate a consistent commitment to equity, diversity, and inclusion in all policy-making processes.
- Agency Participation: Attend staff meetings and participate in core agency events, such as the Annual Memorial Service and statewide conferences.

Minimum Qualifications

- *Education*: Juris Doctorate (JD) strongly preferred. Master's degree (or equivalent high-level professional experience) or Master's in Public Policy (MPP) will be considered.
- *Subject Matter Expertise*: Deep knowledge of domestic violence, sexual assault, and/or stalking issues, including familiarity with legal issues and experience representing survivors in protective order hearings.
- *Maryland Legislative Experience*: Substantive experience navigating the Maryland legislative process and/or established experience as a lobbyist.
- *Technical Skills*: Proven ability in bill tracking, testimony writing, and building issue-based coalitions.
- *Adaptability*: Must be able to work independently in a fast-paced environment and maintain a heavy in-person presence in Annapolis from January through April.

Benefits

- Flexibility: 100% virtual/remote role, with the understanding that the Maryland legislative session requires a flex schedule and earned compensatory time.



- Health: 100% of employee health insurance coverage paid by MNADV.
- Time Off: 14 paid holidays and 5 weeks of accrued paid leave (sick and vacation).

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

All interested parties, please send cover letter and resume to:

Jenn Pollitt Hill, Executive Director
Maryland Network Against Domestic Violence
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jphill@mnadv.org