

# NATIONAL ASSOCIATION OF SOCIAL WORKERS, INC.

## Job Description

**Title:** Manager, Social Justice Advocacy      **Position Status:** Full Time

**Unit:** Policy      **Issue Date:** October 2020

**Division:** Programs      **Supersedes:** N/A

**Reports To:** Director, Public Policy      **Salary Grade:** IX

**Supervises:** Senior Practice Associate

**FLSA Status:** Exempt

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### **ABOUT THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW):**

Founded in 1955 and headquartered in Washington, D.C. just five blocks from Capitol Hill, NASW is the largest association of professional social workers in the nation, with 110,000 members who work in a wide variety of settings. Social workers are the largest provider of mental, behavioral and social care services. NASW works to advance the interests of social work workforce and a robust social justice agenda that reflects NASW's Code of Ethics and the profession's values.

### **I. MAJOR FUNCTION:**

As a member of the Policy team at the organization's headquarters, the Manager of Social Justice Advocacy is responsible for the development and execution of the Association's social justice advocacy portfolio, primarily at the federal level. Portfolio priorities include economic equity, criminal/juvenile justice, healthcare equity, immigration, political equity and environmental justice, among others, and intersect with racial equity and civil rights.

### **II. BASIC DUTIES & RESPONSIBILITIES:**

1. Manages the development and implementation of the unit's goals, objectives, and strategies. Prepares and monitors performance of program plans and budgets.
2. Monitors federal legislative, regulatory and executive branch developments regarding social justice issues. Identifies opportunities to advance NASW's national advocacy agenda, including but not limited to developing policy positions, lobbying and developing and submitting public comments on regulations. Pursues advocacy opportunities, under direction of Supervisor and in collaboration with appropriate staff within and outside Programs Division, including NASW's 55 state/territory chapters.
3. Represents NASW at coalition and other meetings. Provides NASW perspective on and uses information from coalition efforts to inform NASW advocacy.
4. Represents NASW at conferences and convenings. Some overnight travel required.
5. Prepares and delivers presentations at conferences and events.
6. Provides updates to senior leadership staff.

7. Staffs and helps develop content for the national NASW conference and other NASW events, including association lobbying events.
8. Conceives, develops and writes a variety of materials and resources, working with external partners as appropriate.
9. Serves as a staff liaison, writer and/or copy editor for updates of statements contained in *Social Work Speaks*.
10. Advises on, develops and writes social justice-related content for NASW National's website and NASW publications
11. Drafts public statements, including NASW press releases on policy matters that pertain to social justice, in consultation with Supervisor and other association leaders.
12. Performs other duties as assigned.

**III. WORKING RELATIONSHIPS:**

1. **Internal:** Interacts with NASW staff, appointed leadership, and members to exchange information and for job execution.
2. **External:** Interacts with partner and ally organization staff and leaders, government officials, NASW members, the broader social work community, and other stakeholders.

**IV. MINIMUM WORK REQUIREMENTS:**

The Manager will possess a commitment to NASW's social justice agenda. They will be a self-starter who can work effectively independently, as well as part of a team, in a fast-paced, dynamic organizational and policy environment.

Strong skills are required in:

- Project management including priority setting
- Policy research, analysis and problem solving
- Advocacy
- Written communication
- Verbal communication
- Public speaking

Must also be proficient in Microsoft (including Word, Outlook and PowerPoint).

**Education:** Requires a Master's degree in Social Work from an accredited school of social work

**Experience:** Requires a minimum of five (5) years of prior professional, manager-level experience in advocacy, social policy and/or government relations, preferably in a national association or national nonprofit setting. Prior coalition experience in Washington, D.C. is preferred.

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This document describes general job duties and responsibilities. It is not a complete listing of job duties. Further clarification should be obtained from the supervisor

listed above (e.g. Work plans, performance standards, task lists etc.). Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated in this description.

NASW is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.