

Director of Public Policy

The Arc of Indiana is a state-wide, not-for-profit association that advocates for people with intellectual and other developmental disabilities and their families. The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with intellectual and other developmental disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

The Director of Public Policy reports to The Arc of Indiana CEO.

Duties and Responsibilities

The Director of Public Policy will make a significant contribution to further The Arc of Indiana's mission and will:

Develop strategies to strengthen awareness of The Arc's mission and issues important to people with intellectual and developmental disabilities (IDD) and their families across various public policy platforms.

Serve as The Arc's lead registered lobbyist and work in coordination with the CEO to represent The Arc at the statehouse, with our federal delegation and on various statewide committees and taskforces.

Translate public policies into educational information designed to empower individuals with disabilities to make informed choices.

Provide analysis of state and federal legislation and regulations to assess the impact on people with IDD. Analysis should be effectively shared with stakeholders through presentations, meetings and The Arc of Indiana's publications.

Provide advice and develop effective strategies and tactics for The Arc of Indiana's leadership team in response to time sensitive public policy issues.

Cultivate and strengthen relationships with elected officials, their staff and state offices, local chapters of The Arc, and ICEArc members.

Work with the board of directors, governmental affairs committee and education committees to plan and execute The Arc's Annual Public Policy Agenda and legislative priorities.

Manage relationships with a variety of stakeholders, including other advocacy organizations, policy makers, staff, etc. throughout the state.

Attend state administration meetings when appropriate and help direct public comments on issues of importance to people with IDD and their families.

Represent The Arc at chapter board meetings, national meetings and conferences, annual meetings and other organizational meetings when appropriate.