



November 26, 2018

## **JOB ANNOUNCEMENT: POLICY DIRECTOR**

### *About CDM*

Centro de los Derechos del Migrante, Inc. (CDM) is a U.S. 501(c)(3) transnational migrant workers' rights organization that supports migrant worker organizing and legal advocacy on both sides of the U.S.-Mexico border. CDM works to remove the border as a barrier to justice for migrant workers who experience workplace rights violations, exploitation and abuse during recruitment in Mexico and while living and working in the United States. Through education, outreach, and leadership development; intake, evaluation, and referral services; litigation support and direct representation; and policy advocacy, CDM supports Mexico-based migrant workers as they move between their home communities in Mexico and their workplaces in the United States. Further information about our work and projects is available on our website: [www.cdmigrante.org](http://www.cdmigrante.org).

### *Position Summary*

CDM is hiring a Policy Director to drive CDM's efforts to bring about lasting, systemic change and to secure stronger policy protections and supports for migrant workers. The Policy Director propels the development of strategic policy advocacy and education emerging from CDM's groundbreaking campaigns at the national, state, and global levels. This is an opportunity to stand with migrant workers at the forefront of issues ranging from labor recruitment reform and gender justice to migrant workers' rights under NAFTA. The Policy Director will serve as a primary spokesperson on policy issues on behalf of CDM to supporters, advocates and colleague organizations, legislators and policymakers, and the media. The Policy Director will work in close partnership with the Executive Director to shape CDM's policy advocacy in line with organizational objectives and in coordination with legal and outreach areas. The Policy Director will also work closely with CDM's communications staff to enhance public understanding and to ensure that stakeholders are informed and invested in advocated to protect migrant workers and their families. While this position is based in Baltimore, we will consider exceptional remote candidates.

### External Responsibilities

- Monitor and analyze policy and legislative developments that impact immigrants

- generally and migrant workers specifically;
- Assist with the creation and implementation of a policy agenda for the International Labor Recruitment Working Group (ILRWG);
  - Assist with expanded development and programming related to ProMuMi;
  - Track trends and problems encountered by migrant workers and their advocates, particularly related to their employment and recruitment experiences;
  - Identify opportunities for transnational and international policy advocacy using international mechanisms to promote systemic change;
  - Promote systemic change in the H-2B programs via continued impact litigation efforts;
  - Assess the need for policy or legislative solutions to problems confronted by migrant workers;
  - Promote expanded and improved protections for migrant workers and oppose measures that could narrow or weaken their rights;
  - Draft policy proposals and supporting advocacy materials, including factsheets, talking points, action alerts, sign-on letters, hearing statements, and other resources;
  - Advocate to administrative agencies for the full implementation of protective legislation and policies;
  - Provide consultation and training, as needed to federal, state, and local representatives, including administrative agency staff members;
  - Build and maintain key strategic partnerships and relationships, including with coalition allies, Congressional and Executive offices, and CDM's supporters;
  - Serve as CDM's primary spokesperson on policy issues.

#### Internal Responsibilities

- Maintain consistent contact and strengthen partnerships with CDM's Outreach team in order to appropriately bring migrant workers' concerns to policy discussions;
- Provide educational materials and information to Outreach team on policy initiatives;
- Brief staff and consult internally on policy proposals and positions;
- Identify best opportunities for CDM's engagement in advocacy efforts;
- Propose public policy priorities and objectives;
- Develop strategies and work-plans to accomplish CDM's advocacy goals
- Help CDM's Legal Director to identify opportunities to engage in impact litigation;
- Collaborate with CDM's communications team to promote awareness and engagement by the public and policymakers;
- Work in close partnership with CDM's entire staff to advance cross-departmental and overall organizational goals;
- Assist with and lead development efforts related to CDM's advocacy initiatives;
- Work with CDM's Executive Director and Development

- Director to identify new funding opportunities for CDM's policy initiatives;
- Prepare written reports, as required by foundations and/or other funding sources;
  - Train all of CDM's staff on ethical guidelines and requirements related to its advocacy initiatives, including time-keeping and other reporting requirements;
  - Fulfill all federal, local, and state reporting obligations;
  - Ensure that all staff members are meeting the record-keeping obligations required of NGOs engaged in advocacy initiatives;
  - Develop and manage CDM's policy budget in collaboration with CDM's Executive Director;
  - Supervise policy staff and volunteers/interns; and
  - Coordinate with CDM's Mexico staff on advocacy that relates to or impacts the U.S. policy strategy, including consultation on meetings with Mexican government officials, the media, and other NGOs.

#### Compensation

The salary range for this position is in the high 70s to mid 80s and depends on experience and qualifications. Benefits include medical and dental benefits, paid leave, 401(k), and generous paid vacation days. We have a very supportive workplace and are committed to carrying out our vision for worker justice in our own organization.

#### Apply now!

Tell us why you are the best fit for this role and CDM! Send your resume and cover letter and a list of three references via email to [info@cdmigrante.org](mailto:info@cdmigrante.org). Use the words Policy Director and your name in the subject line of the email. We will review applications as they arrive. CDM is an equal opportunity employer. We encourage everyone to apply.