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**Job Title:** Manager of Public Policy and Advocacy  
**Department:** Advocacy  
**Reports to:** CEO  
**FLSA Status:** Full Time; Non-Exempt

**Organizational Description:** BREATHE CALIFORNIA of Los Angeles County (BREATHE LA) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization runs an array of breathing and health-related educational and outreach programs to increase public awareness about lung-related diseases-including asthma, bronchitis and emphysema and works towards eradicating these diseases. Our programs have provided thousands of schoolchildren with the health education tools necessary to improve their indoor and outdoor environments, manage lung health risks, and prevent related illnesses such as asthma.

As part of this, BREATHE LA provides education to children with asthma and their parents, and adults with emphysema, chronic bronchitis and Chronic Obstructive Pulmonary Disease (COPD) to better understand and manage their disease. BREATHE LA conducts educational programs aimed at tobacco prevention, healthy eating, air pollution, and environmental health. The organization also organizes advocacy and awareness programs to increase public awareness of air pollution and lung health issues, and promotes solutions that will achieve clean air and healthy lungs for all.

**General Statement of Duties:** BREATHE LA is seeking a dynamic, creative, and organized Manager of Public Policy and Advocacy that will work under the President, Board of Directors and the Program/Research & Advocacy Committee to manage the organization's legislative, government affairs, public policy, advocacy and outreach efforts. This position will also serve as a liaison for BREATHE LA interacting with government officials and their staff, community organizations, businesses, government agencies, foundations, civic leaders, and BREATHE LA volunteers.

**Essential Duties and Responsibilities:**

- Manage BREATHE LA's public policy, advocacy, outreach, legislative and government relations activities.

- Work closely with the CEO, Director of Programs, and the Program/Research & Advocacy Committee in developing a public policy and legislative agenda and a strategic advocacy plan to implement that agenda.
- Represent the organization at meetings, briefings, events and other policy venues.
- In conjunction with the President and other senior staff, act as a liaison for the organization, interacting with elected officials and staff, community organizations, businesses, government agencies, foundations, and civic leaders.
- Track all relevant legislation as well as BREATHE LA priorities and interests in Sacramento and in jurisdictions throughout Los Angeles County.
- Monitor and respond to legislative, regulatory, and other policy developments, internally and in concert with other organizations;
- Advocate BREATHE LA's positions through, among other means, meetings with lawmakers, position papers, public testimony, and grassroots mobilization.
- Conduct outreach to partners, allies, and potential volunteers, to develop and build a comprehensive local and statewide advocacy program.
- Work with appropriate partner organizations, coalitions, and other stakeholders to advance BREATHE LA's priorities and interests.
- Recruit volunteers to serve on the Program/Research & Advocacy Committee and to help BREATHE LA advocate before policymakers.
- Identify opportunities to advance BREATHE LA and/or its priorities in the media.
- Contribute content to BREATHE LA's newsletter and social media postings, and write op-eds, press releases, policy memoranda, legislative analyses, and position papers.
- Attend and participate in Board of Directors meetings and relevant committee meetings.
- Update and advise staff, board, volunteers, and coalition partners about policy developments.
- Develop and conduct outreach to recruit volunteers who will assist BREATHE LA with effective grass roots advocacy efforts.
- Conduct research on policy issues and trends and draft briefing papers.
- Plan special events to promote public policy issues.
- Manage staff and volunteers.
- Assist other staff as appropriate, and work as a member of interdepartmental teams to ensure effective and efficient operations.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.
- May require working weekends and/or extended work days. May require overnight travel.
- Other duties as assigned, dependent on organizational needs and employee skills.

#### **Required Qualifications:**

- Bachelor's degree.
- Knowledge of Los Angeles County, government agencies, elected officials, their staff, advocacy groups and civic leadership. Working knowledge of distinct geographies and diverse neighborhoods that make up the region.
- Knowledge of LA City and/or LA County legislative and other governmental processes.
- Experience in working effectively with diverse and broad-based community constituencies.

- Ability to prioritize work, adjust to multiple demands and meet deadlines in a fast-paced environment with multiple priorities.
- Strong interpersonal, written and verbal communication and presentation skills.
- Ability to prepare and give presentations, and to comfortably interact with diverse audiences including Board members, elected and appointed officials, policy staff, as well as nonprofit and community groups.
- Strong leadership and team facilitation skills.
- Be results-oriented and self-motivated. Ability to work with minimal supervision.
- Have excellent prioritizing skills and the proven ability to render quick and sound decisions.
- Strong team player able to work effectively and efficiently with others toward common goals.
- Experience managing multiple objectives and deadlines
- Strong negotiation and facilitation skills.
- Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite (Word, Outlook, PowerPoint, Excel) and a familiarity with database software.
- Familiarity with social media platforms.
- Strong interpersonal skills and entrepreneurial aptitude.
- Strategic, organized and results-oriented.
- Ability to work well with different skill sets and personal styles.
- A commitment to the mission and core values of BREATHE CALIFORNIA of Los Angeles County.

**Preferred Qualifications:**

- Experience working for an elected official
- Advanced degree
- Conversational fluency in a second language

This job description reflects management's assignment of essential functions. It does not prescribe or restrict responsibilities that may be assigned.

**Compensation:**

Salary depending on experience. Competitive compensation and benefits. This is a full-time position salaried position (with evening and weekend events occasionally). Excellent work environment. Full-time only. EOE. Apply to [info@breathela.org](mailto:info@breathela.org) with cover letter, resume, and a writing sample.