



## **Policy & Civic Affairs Manager**

### **Job Description**

The Policy & Civic Affairs Manager plays a pivotal role in shaping and advocating for the LA Fashion District Business Improvement District (BID)'s policy initiatives. The Policy & Civic Affairs Manager will be responsible for researching, analyzing, and advancing public policies that align with the community the organization serves. In addition, the Policy & Civic Affairs Manager will engage with key stakeholders, build relationships with government officials, and represent the organization's interests in various civic affairs. This position reports directly to the Executive Director and will work out of the Administrative Office with occasional industry travel.

#### **Responsibilities Include:**

- Develop and cultivate strong relationships with government officials, legislators, and relevant stakeholders.
- Conduct in-depth research on legislative and regulatory issues relevant to the organization.
- Analyze proposed policies, laws, and regulations to assess their impact on the organization's objectives.
- Represent the organization at meetings, hearings, and other forums to articulate policy positions.
- Implement advocacy campaigns to support the organization's policy objectives.
- Mobilize internal and external stakeholders to participate in advocacy efforts.
- Monitor legislative and regulatory developments at the local, state, and federal levels.
- Provide regular updates and analysis to the leadership team on key policy issues.
- Collaborate with external organizations, advocacy groups, and coalitions to advance shared policy goals.
- Participate in relevant forums and events to strengthen the organization's position within the community.
- Draft persuasive written materials, including policy briefs, position papers, and talking points on issues of concern to legislative bodies, including written or oral testimony for City Council, County, and other governmental entities.
- Serve as a spokesperson for the organization, effectively communicating policy positions to diverse audiences.
- Manage policy committees, identifies speakers, and prepares committee meeting materials and engages members.



### **Skills/Qualifications**

- 3-5 years' experience in public policy and/or public affairs; or Master's degree in political science, public policy, urban planning, or a related field
- Deep understanding of public policy issues relevant to the organization
- Familiarity with the legislative and regulatory processes at the local, state, and federal levels
- Excellent written and verbal communication skills
- Ability to communicate complex policy issues in a clear and compelling manner
- Strong interpersonal skills with the ability to build and maintain relationships with a diverse range of stakeholders
- Ability to think strategically and develop effective advocacy strategies to achieve organizational goals

### **Salary & Benefits**

Salary range is \$88,000-95,000 and is commensurate with experience, competitive benefit package.

### **To Apply**

Please e-mail a cover letter, resume and three references to [info@fashiondistrict.org](mailto:info@fashiondistrict.org) by February 6, 2024.

### **About the L.A. Fashion District Business Improvement District (BID)**

The LA Fashion District is a 107-block district in Downtown Los Angeles and the hub of the apparel industry on the West Coast. The Fashion District caters to the wholesale and retail communities with apparel and accessories for the entire family, textiles, flowers, even live/work lofts. The LA Fashion District Business Improvement District (BID) is a non-profit organization funded by nearly 1,000 property owners, dedicated to helping the community be a clean, safe, and friendly place to work, shop, do business and live through cleaning, safety, marketing, and policy programs. For more information, visit [fashiondistrict.org](http://fashiondistrict.org).