**Director of Government Affairs**

SCO Family of Services helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs. SCO has provided vital human services throughout New York City and Long Island for more than 100 years.

As one of the largest social service non-profit’s in the NY Metro area; SCO operates more than 80 programs at 120 locations. We provide necessary services and unconditional care to more than 60,000 New Yorker in need – from homeless families, to struggling teenagers and families at-risk to disabled adults. We produce life-changing results for individuals and families by focusing on safety, stability and mastery, building resilience, strengthening the capacity to make meaningful connections, function independently and become fully integrated into the community.

**Job Summary:**

The Director of Government Affairs works to build and maintain relationships with elected officials who represent the communities in which SCO works and who maintain oversight of the delivery systems governing SCO’s network of services. The Director of Government Affairs serve as SCO’s chief advocate and represent SCO on policy matters including, but not limited to, coalitions, partner organization coordination, public testimony, and press events.

**Responsibilities include:**

**Government Relations**

* Report to the Executive VP of Strategy collaborate with the President/ CEO and Executive Cabinet to develop SCO’s public policy and advocacy agenda
* Lead the implementation of the agency’s legislative and government relations strategy (NYC, NYS, Suffolk and Nassau County) and forge, and maintain relationships with key public officials and their staff, creating SCO champions
* Represent SCO at city and state legislative and budget events/activities that align with SCO’s service portfolio and policy agenda
* Identify opportunities for SCO participate in consensus –building with colleagues and stakeholders related to campaigns/platforms to address the needs of populations SCO serves and the service delivery infrastructure. Increase staff visibility in these opportunities/activities.
* Serve as SCO’s chief advocate and represent SCO on policy matters (including, but not limited to, coalitions, partner organization coordination, public testimony, and press events)
* Develop SCO’s Annual Government Relations Plan; report to the Board quarterly
* Manage external lobbyists at the state and city and county (on Long Island) levels
* Collaborate with the Communications and Marketing team on the development of policy-related op-eds, letters to the editor, and other press/messaging materials as well as the effective us of social media
* Manage internal infrastructure for the New York City Council discretionary requests, and information gathering/sharing and position vetting on policy matters to ensure agency-wide policy and advocacy coordination and integration.
* Establish internally strong working relationships with the development, marketing, and fiscal teams.
* Ensure that individual SCO programs and staff are aligned with the agency’s government relations agenda and infuse local level perspectives into the agenda
* Collaboratively with SCO program leadership, determine funding priorities, submit proposals and secure NYC citywide, capital and discretionary funding; and State Bullet Aid and capital funding
* Oversee the response and monitoring of regulatory/oversight agency lobbying reports; and attend mandatory trainings
* Coordinate annual lobby days in Albany, dedicated to strengthening SCO champions and garner capital and Bullet Aid funding requests
* Coordinate the invitation and participation of key local elected officials in select SCO program events
* Respond to program staff needs that relate to local elected officials and key community stakeholders
* Supervise government relations support staff, and intern.

**Special Projects and Initiatives**

* Under the leadership of the Executive Vice President of Strategy, manage the development, implementation and execution of special projects, initiatives and priorities that align with the agency’s strategic and/ or government priorities.

**Budget Authority**

* Coordinates the allocation of resources to meet the financial goals of Government Affairs

**Internal Governance Membership**

* Serve as a member of the Administrative Council; interacts with members from the Executive Council and Executive Cabinet; and may interact with members of the SCO Board of Directors

**Core Competencies**

* An understanding of the workings of New York City, New York State, and County government legislative, regulatory and budget environments and processes; and expertise in public financial of human services
* Excellent project development, organizational, interpersonal written and oral communication skills
* Self-motivated, detail and deadline oriented with superb follow-up skills
* Ability to multi-task and work independently in addition to working in collaboration with a wide range of staff and colleagues inside and outside the agency and ability to manage relationships with superiors, peers, colleagues and consumers across divisions and departments and with external stakeholders.

**Qualifications:**

* Master’s Degree in Public Administration; Social Work; Urban Policy; or related field
* Minimum of five years of experience within a social services or human services agency
* Willingness to travel at least 25% of the time.
* Available to work evenings and/or weekends when necessary.
* Proficiency in multiple software applications, including Microsoft Office (Word, Excel, PowerPoint, SharePoint)