



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date: 08/06/2019**

**Closing Date:**

**Until Filled**

---

**Position Title: Director of Public Policy**

---

**Department/Division: Christian Life Commission**

---

**Job Type: Regular Full-Time, Exempt**

---

**Location: Austin, TX**

---

### **BASIC FUNCTION:**

The Director of Public Policy is responsible for a primary mission of the Christian Life Commission (CLC), which is implementing an effective public policy program that speaks to Texas Baptists regarding legislative priorities adopted by CLC Commissioners and speaking to legislative and executive branches of state and federal governments regarding those priorities.

---

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

---

- \*1. Perform all of the following duties in a manner consistent with CLC priorities and under direction of the CLC Director.
- \*2. Provide direction and supervision of contract workers and interns; develop and propose goals and objectives to the CLC Director; monitor, evaluate and provide constructive feedback and direction to contract workers and interns.
- \*3. Represent the CLC in public policy settings, including leadership and testimony in hearings, coalition meetings, education time with elected officials and their staffs and other necessary venues for effective work.
- \*4. Represent the CLC in church and denominational settings by communicating CLC public policy priorities and work around those priorities.
- \*5. Participate in dialogue with the CLC staff regarding public policy issues, plans and approaches.
- \*6. Communicate honestly and effectively with CLC staff, elected officials and staff, news media, church members and all persons.
- \*7. In conjunction with the CLC Director, discuss, negotiate and develop public policy statements to be used in legislation, state code and informal settings that contribute to sound public policy.

**Director of Public Policy**

- \*8. Speak with the press, news outlets and other media outlets regarding public policy issues addressed by the CLC.
- \*9. Assist in the development of the annual budget needs of the public policy ministry area of the CLC.
- \*10. Facilitate citizenship education including: program development, research, communication, representation and administration.
- \*11. Provide leadership and clear direction to the areas of public policy priorities determined by CLC commissioners.
- \*12. Support CLC events and other functions as designated by the CLC Director.
- \*13. Prepare and provide reports regarding public policy engagement and progress of work performed by the public policy team for continued evaluation and development of ministries, events and resources.
- \*14. Plan, direct and engage other CLC staff members, contractors and part-time staff to accomplish public policy objectives.
- \*15. Participate in leadership activities local, state, national and international on behalf of the CLC.
- \*16. Maintain professional growth through continuing education, skill development and professional involvement in the areas of public policy.
- \*17. Communicate with Texas Baptists, the public at large, the Texas Legislature and the media on current social, moral, political and religious liberty issues in a manner consistent with CLC priorities and CLC Director leadership.
- \*18. Provide information and referral for pastors and churches on public policy issues.
- \*19. Serve as a liaison for Texas Baptists with state, national, and local governmental bodies, as well as public and private organizations, agencies, and foundations that work on public policy issues.
- \*20. Serve as a liaison for Texas Baptists with other Baptist and non-Baptist agencies local, state and national.
- \*21. Promote the planning and implementation of seminars, conferences, workshops and issue-related meetings at local, associational and state levels.
- \*22. Develop and supervise up-to-date, authoritative primary and secondary resource files which allow the Commission staff and others to speak with authority on issues of current concern.
- \*23. Communicate regularly with appropriate Christian audiences on public policy issues.
- \*24. Under the direction of the CLC Director, make recommendations as to CLC position statements on all citizenship, church/state and public affairs concerns.
- \*25. Maintain a regular presence in the CLC's Austin office.
- \*26. Register as a lobbyist with the State of Texas.
- \*27. Prepare and proofread letters, memos, spreadsheets, and other correspondence accurately and in a timely manner.

**Director of Public Policy**

- \*28. Respond and process requests for information in a timely manner.
- \*29. Attend meetings and participate in training as required.
- \*30. Maintain compliance with Texas Baptists policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*31. Perform other duties as required.

\*Task which is considered to be an essential function of the job.

---

**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's or doctoral degree preferred and four years or more proven, applicable experience.
2. Ability to relate positively, influentially and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to political leaders and staff, clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members and Baptists of Texas and beyond.
3. Proficient ability to plan, administer, and report budgets.
4. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops and retreats as required.
5. Active membership in a church supportive of Texas Baptists during employment.
6. Ability to effectively direct contract workers and interns; requires administrative skills to include but not limited to, selection, development, motivation, scheduling and evaluation of workers.
7. Excellent listening skills, interpersonal skills and relationship building skills.
8. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
9. Ability to travel to various geographic locations and some overnight stays.
10. Proficient client development skills.
11. Ability to maintain confidentiality.
12. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Proficient ability to speak, read, and write English.
14. Ability to speak clearly and make self understood in face-to-face interactions; to articulate with accuracy on the telephone.
15. Ability to hear and receive verbal instructions, answer phones and proficiently communicate in situations with some background noise.
16. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continual basis.
17. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
18. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations etc.
19. Excellent organizational skills; ability to multitask.
20. Professionalism in the workplace to include accurate communication with others.
21. Commitment to Christian principles and teachings both professionally and personally. Knowledge of and commitment to traditional Baptist distinctives.

22. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google email and internet skills.
23. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
24. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
25. Skills related to state, local and federal governments including knowing the operation and functions of the state government, electoral politics and the legislature.
26. Background and expertise in the general field of Christian Ethics.
27. Technical skills in writing, public speaking, group development, community organization, researching and editing.
28. Strong ability to communicate well in circumstances varying from churches to legislative hearings.
29. Bilingual in Spanish and English is very helpful.

**CONTACT:**           **Human Resources**  
                              **Phone 214-828-5168**  
                              **Fax 214-853-4257**  
                              **Email [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**