



POSITION: Policy Director

REPORTS TO: Executive Director

LOCATION: Pasadena, California (or remote)

The Organization

Building on the longstanding partnership between the California Alliance for Arts Education (the Alliance) and Create CA and our shared mission to make sure that a quality arts education is part of every student's life, we are merging into a new, united organization.

By coming together, we will join the power of Create CA's dynamic communications and innovative data project with the Alliance's proven policy and advocacy track record and statewide network supporting school districts and counties to provide a full arts education to all students. We recognize that within the current public education system there is inequitable access to the arts and creativity. Particularly, girls and BIPOC students experience significant barriers to access, participation and success in arts learning that are directly linked to pervasive gender and racial inequities in our educational system. We believe every student has a right to a well-rounded education that includes the arts and the benefits they bring. Our commitment is to work to address root causes of inequities, including elimination of policies, practices, attitudes, and cultural messages that allow detrimental outcomes to persist.

With the stakes in public education higher than ever, we're excited about what we will do together. Our united organization will operate under the Create CA name. Formal merger implementation to bring the two organizations together will conclude by July 1, 2021. Tom DeCaigny, the Alliance's current Executive Director, will lead the new organization as Executive Director. Pat Wayne, Create CA's Project Director, will move to a part-time consultant role after merger implementation to aid the transition and we will hire a new senior Policy Director to lead the united organization's collective impact and policy work. We will be governed by a merged board of directors that will consist of leadership that is majority People of Color.

The newly merged organization will advance racial equity and improve educational equity for all students and has contracted with The ASPIRE Group, led by Diane Burbie, to lead us in clarifying our shared values and articulating a clear racial equity action plan for the first three years of the newly merged organization. The Policy Director will play a critical leadership role in finalizing and implementing this plan.

The State of Arts Education

With the *California Arts Standards for Public Schools, Prekindergarten Through Grade Twelve* adopted by the State Board of Education in January 2019, and renewed attention on an equitable, well-rounded education for every student, stakeholders are experiencing unprecedented success in prioritizing arts education for California school districts. The arts have proven to be a powerful pathway for school transformation that increases student engagement and graduation rates. As we navigate this challenging moment, we have the opportunity to reimagine our entire school system - centering our student's social and emotional needs, defeating systemic racism and making sure that arts education is part of every student's life.

The Position

Create CA is seeking a passionate, dynamic, and collaborative leader in the new position of Policy Director. The right candidate will be articulate about the issues surrounding education systems change, and creative about strategies to engage stakeholders and guide actions that disrupt the roadblocks to ensuring all California students have the right to a well-rounded education that includes the arts.

Specific duties include, but are not limited to, the following:

Policy & Organizational Leadership

- Skilled at strategic planning, goal setting, project management and tracking the ongoing measurement of key performance indicators
- Keep apprised of significant events and pending legislation that may affect education policy and delivery as well as coordinate with lobbyist and coalition partners on legislative campaigns/positions
- Able to actively address diversity, equity, and inclusion as core values for the organization at all levels – from organization mission, to partnership, to organizing and supporting a circle of advocates that reflect the students and families attending California schools today
- Ensure successful and productive implementation of strategies at the direction of the Executive Director
- Collaborate with Create CA staff colleagues, Board members and partners to plan and facilitate standing committee meetings, conducting follow-up and providing task management support for committee members. Tasks include:
 - Creating agendas in collaboration with committee chairs
 - Disseminating meeting agendas and support materials to committee members
 - Providing summary of committee meeting and follow up actions
- Write policy briefs as well as support writing of funder proposals/reports and public communications
- Participates in regular staff meetings, retreats and trainings

Outreach & Partnership

- Ensure all state partners are included in the planning and implementation of Create CA initiatives and programs in a timely manner in order to achieve a healthy collective impact culture
- Connect and engage new partners and their stakeholders to Create CA
- Represent Create CA at public events and meetings
- Respond to public inquiries in a timely and professional manner

Knowledge & Abilities

- An excellent leader of people, group processes, and strategy
- Knowledge of and passion for arts education
- Knowledge of the California public education system and federal educational policy
- Demonstrated commitment to advancing racial equity
- Ability to act independently, think strategically and creatively, and plan proactively
- Excellent writing, public speaking, and presentation skills
- A seasoned facilitator and convener who is collaborative in approach and style, able to engage a diverse group of stakeholders
- Highly motivated, organized, detailed, and able to prioritize tasks and manage competing priorities
- Experience translating data and evaluation results into meaningful and accessible presentations
- Bachelor's degree or equivalent experience
- Minimum seven years of related experience
- Proficiency with MS Office, Google Workspace and video conferencing platforms
- Honesty, integrity and ability to adapt to change
- Valid California driver's license

Position Specifications & Benefits

- Full-time employee
- Competitive annual salary commensurate to applicant's experience (Range of \$105K - \$120K)
- Benefits include: Medical, Dental and Vision coverage, 401(k) plan participation and matching, as well as Sick, Vacation and Holiday pay
- Create CA is committed to employee professional development and supports opportunities for training and growth
- Create CA's offices are located in Pasadena, CA. However, this position is possible to be fulfilled remotely and could be located anywhere in California.
- The position requires regular travel throughout California and to select national conferences or other events

Application Process

To apply, submit the following to info@createca.net with the subject line "Policy Director":

- Resume
- Cover letter
- Writing sample (e.g. policy paper, newsletter article, marketing copy, grant application, or similar development correspondence)

Applicants will be contacted only if the applicant's skills match the job requirements. The preferred position start date is August 1, 2021, but the date is negotiable. No calls please.

Equal Opportunity Employer

Create CA is an Equal Opportunity Employer. Create CA seeks diversity and does not discriminate based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status or any other basis protected by law.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

For more information, please visit www.createca.net and www.artsed411.org. A new combined website for the merged organization (www.createca.org) will be updated in July 2021.