



Position Description

Position Title:	Policy Director
Status:	Exempt
Position Reports to:	Executive Director
Schedule:	Full time at 40 hours per week with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events.
Salary Range:	\$65,000 - \$80,000
Benefits:	Health insurance, dental insurance life insurance, retirement plan program, paid holidays and generous PTO, funds to support professional development and wellness program.

I. General Summary of Responsibilities:

This position will oversee the advocacy and public policy work of the organization. This includes building relationships with community members, grantees, policymakers and other stakeholders to advance gender equity and making public policy work more accessible for the individuals most impacted. Position duties include:

- Organizational accountability for strategy, relationship building, and skillful interactions and communications to advance gender equity.
- Fluency in policy issues impacting women and girls at all levels of government.
- Preparing written or verbal presentations or testimony of findings to educate all partners, internal and external.
- Monitoring the policy environment, leading legislative tracking, and acting as a conduit for the organization with policymakers and public officials.
- Building support for priority bills and working to defeat harmful bills and amendments.
- Tracking lobbying time and expenses, file lobbying reports, and maintaining compliance with state and federal rules.

II. Minimum Qualifications (Education & Experience):

Bachelor's degree or four years comparable related experience. Experience in policy and legal research and analysis, advocacy, and government relations preferred.

III. Knowledge, Skills, Abilities, and Personal Attributes Required:

- Critical thinker with an understanding of systems change work.
- Ability to maintain self-accountability and consistent communication in a hybrid work environment.

- A commitment to centering the values of the Women's Fund and recognizing the importance of lived experience in policy solutions.
- Mindset of continuous growth and improvement, ability to receive constructive feedback and a commitment to prioritizing results over recognition.
- Ability to take initiative, be solution-focused, and drive priorities while working in a fluid and fast-paced environment.
- An understanding of policymaking processes and advocacy strategies at all levels of government.
- Comfort with public speaking and demonstrated ability to communicate clearly and consistently on complex issues.
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations, including grantees, coalition partners, policymakers, community leaders, survivors of violence, and representatives of marginalized communities.
- Ability to communicate the mission and values of the Women's Fund.

Last Revised: October 2025

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

About the Women's Fund of Omaha

The Women's Fund of Omaha is a nonprofit organization dedicated to improving the lives of Omaha-area women and girls. As a trusted expert in the community, the organization works to boldly advance community-driven actions to shift systems toward gender equity. Since its beginning in 1990, the Women's Fund has supported local agencies with grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for Omaha's women and girls and is the leading organization researching issues concerning Omaha women and girls in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.