

The Kennedy Forum

Title: State Policy and Project Director

About this role:

The State Policy and Project Director is a full-time position that will serve as a core member of our growing team. The position will work to realize the promise of mental health and substance use disorder access and affordability by assisting with project oversight relating to MH/SUD system in the State of Illinois. The position will also assist the organization's work across a range of MH/SUD policy at the state and federal level, where TKF has long been a leader in MH/SUD policy. While the position is remote, the State Policy and Project Director is required to live in Illinois.

The State Policy and Project Director will assist the organization to drive policy initiatives forward through the strategic use of policy, engagement, communications strategies and managing implementation of public sector grants.

Essential Duties and Responsibilities

- In collaboration with the Policy team, execute the organization's short- and long-term policy priorities, with a particular emphasis on ending insurance coverage discrimination against people living with MH/SUD and youth mental health;
- Assist in overseeing an Illinois-funded project to bring transparency to MH/SUD health insurance reimbursement rates in comparison to those of physical health and eliminating structural stigma.
- Maintain and develop relationships with a wide range of stakeholders, including but not limited to provider and consumer organizations and individuals with lived experiences. All policy work is informed by their experiences;
- Represent the organization in formal and informal coalitions to advance a range of MH/SUD policies;
- Build support for policy change by working directly with policymakers, including elected officials, particularly in Illinois;
- Help develop, advance, and monitor legislation to advance policy goals;
- Provides technical expertise on MH/SUD policy issues to government officials and partners to advance policy goals;
- Provide written and oral testimony, as needed, before government bodies; and
- Keep the team informed about policy and program activities **in Illinois**.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Passion to eliminate discrimination towards mental health and substance use disorders, Project Management, Commitment to Diversity, Impeccable Written and Oral Communications, Strategic Thinking, Policy Expertise, Judgment, Planning/Organizing, Problem Solving, Computer Skills, Dependability, Ethics, Initiative, Interpersonal Skills, Organizational Support, Professionalism, Quality, Teamwork, Adaptability, Analytical, Conflict Management, Innovation, Motivation, Change Management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree (B.A.) from four-year college or university required;
- A minimum of 7 years of public policy experience, preferably in MH/SUD policy;
- Demonstrated record of driving policy change;
- Demonstrated understanding/working experience of the MH/SUD landscape in Illinois, its counties, and municipalities, especially the County of Cook and City of Chicago;
- Ability to conduct policy research to develop and advance sound MH/SUD policy;
- Understanding of political dynamics, public opinion, and governmental policy levers;
- Strategic thinker with the ability to navigate uncertainty;
- Effective communicator;
- Professional integrity to effectively represent and promote the organization externally;
- Ability to work effectively on deadline;
- Strong interpersonal, written, and verbal communications skills;
- Strong analytical skills; and
- Strong organizational skills.

Language Skills

- Ability to read, analyze and interpret legislation and statutes, government regulations, policy papers, and professional journals.
- Ability to write reports, professional correspondence, and communications materials.
- Ability to effectively present information and communicate to a range of stakeholders.

Perks:

Employee Value Proposition - An opportunity to participate in a high growth, values driven, and superior performance culture of impactful knowledge workers dedicated to contributing to the greater good. This involves and includes stretch assignments, the ability to work within a collaborative and inclusive environment, and the acceptance of personal responsibility for the



achievement of the agreed to results and outcomes of his/her/they work efforts. In short, this is a preparatory opportunity for future personal and professional advancement.

Flexible working conditions; while TKF is virtual, has to live in State of Illinois.

Benefits include medical, dental, vision and 401(k).

Pay Range: \$85k - \$120k commensurate with experience.

The Kennedy Forum makes all hiring decisions in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, different ability or disability, or any other factor unlawful under federal, state, or local law.

People of color, indigenous, LGBTQ+, and individuals with lived experience of mental health and/or substance use disorders are strongly encouraged to apply.

Please submit resume and cover letter to: jobs@thekennedyforum.org with the subject line "TKF – State Policy and Project Director". No phone calls will be accepted.