



**Organization:** Strategic Concepts in Organizing & Policy Education (SCOPE)

**Position:** Research and Policy Manager

**Employment Type:** Full-Time, Exempt, Staff Position

**Supervisor:** Deputy Director of Policy and Programs

### **Position Description**

The Research and Policy Manager plays a key leadership role in driving forward the organization's policy research and advocacy efforts. This position is responsible for leading the design, development, and implementation of strategic, community-centered research initiatives that support and advance our organizing and campaign goals. The Research and Policy Manager will work closely with program staff, coalition partners, and community members to ensure that our policy positions are grounded in the lived experiences of our base and aligned with broader movement demands.

This role will also be responsible for recruiting, training, and supervising staff and interns engaged in policy research, development, advocacy, organizing, and coalition-building. The Research and Policy Manager will provide mentorship and guidance to ensure strong research practices, political education, and the integration of research into campaign strategy.

The ideal candidate is a responsible and proactive self-starter with a strong equity and justice lens, who can produce and lead high-quality, intersectional policy research and analysis. They are skilled at translating complex information into accessible materials that frame policy debates, inform strategic decision-making, and help develop bold, community-informed policy recommendations. The Research and Policy Manager is also a strategic thinker who understands the power of research in shaping public narratives, influencing decision-makers, and supporting grassroots organizing and movement-building.

### **Organization Overview**

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

## **Essential Duties and Responsibilities**

### **Policy Analysis and Research (50%)**

- Conduct research and analysis on local and state policies impacting SCOPE's campaign areas
- Lead data collection and policy research initiatives to inform advocacy and develop community-informed policy recommendations.
- Identify, direct, and manage internal and external research projects aligned with campaign goals.
- Produce high-quality research outputs, including policy briefs, comment letters, and educational materials for staff, members, policymakers, and the public.
- Translate complex policy information into accessible content that supports organizing and advocacy strategies.
- Maintain subject matter expertise in core issue areas and contribute to organizational thought leadership through a justice and equity lens.

### **Campaign Strategy & Advocacy (40%)**

- Co-develop the vision, strategy, and implementation plan for campaign and organizational research priorities in close collaboration with the Deputy Director and Research and Policy Team.
- Conduct strategic power mapping and analysis to identify key decision-makers, pressure points, and opportunities for influence.
- Lead or support the development of advocacy plans that integrate research, community voice, and campaign goals to advance local, regional, or statewide policy change.
- Actively represent the organization in coalitions, alliances, working groups, and other collaborative spaces to build alignment, deepen relationships, and amplify shared policy priorities.
- Participate in public hearings, briefings, legislative visits, and government meetings to present policy positions, share research findings, and offer testimony that uplifts the lived experiences of impacted communities.
- Develop talking points, fact sheets, policy memos, and other advocacy materials in collaboration with communications and campaign staff to support public education and legislative engagement.
- Build and maintain strategic relationships with policymakers, agency staff, and government officials to increase access, accountability, and political will for just policies.
- Support the Deputy Director in monitoring, evaluating, and reporting on progress toward advocacy and policy goals; adjust strategies as needed based on feedback, policy developments, and campaign milestones.

### **Team Leadership and Organizational Development (10%)**

- Supervise, train, and mentor staff and interns engaged in policy research, advocacy, and coalition work.
- Foster professional development and support hiring processes as needed.
- Strengthen staff and member communication skills through coaching, training, and identification of external resources.
- Contribute to cross-departmental initiatives and organizational planning efforts.
- Participate actively in the Management Team, helping to shape and evaluate organizational strategy and policy direction.

- Ensure that all program implementation adheres to SCOPE's employee policies and procedures, including prioritizing SCOPE's presence in the community and in coalition spaces.

## **Essential Knowledge and Abilities**

- 5+ years of experience in policy and/or campaigns, with demonstrated success leading and supervising teams
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.
- Strong commitment to social and racial justice; deep understanding of intersecting policy issues and root causes affecting low-income communities and communities of color, including a strong commitment to building Black and Brown solidarity
- Familiarity with the relationship between 501c3 and 501c4 organizations.
- Excellent research, writing, and synthesis skills
- Familiarity with Los Angeles City, County, and California policy and governance
- Detail-oriented, proactive, and responsive to direction
- Strong independent and team-based work ethic; able to manage time and prioritize effectively
- Exceptional communication, public speaking, and interpersonal skill
- Solutions-oriented with experience in justice- and equity-driven policy development
- Actively fosters collaboration, accountability, and integrity within teams
- Ability to reduce organizational liability by effectively implementing SCOPE's employee policies and procedures.

**Work Environment:** This position operates 100% on-site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually consistent with that of a typical office's noise level.

**Union Participation:** This position requires the supervision of non-confidential union staff, and will be expected to consider union negotiations and communication when supervising. This position requires knowledge and enforcement of all union contracts.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

**Employment Type:** This is a full-time, exempt, at-will staff position. Exempt employees are expected to work a 40 hour workweek with the expectation of additional hours if needed, and serve a probationary period during their first six months of employment.

**Compensation & Benefits:** Competitive starting salary of \$85,000, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

**To Apply:** Please submit 1) a one-page cover letter, 2) a resume, and 3) three professional references via email to: [scope-hr@scopela.org](mailto:scope-hr@scopela.org); include **"Research and Policy Manager"** in the subject line.