**POSITION AVAILABLE**

**DIRECTOR OF PUBLIC POLICY**

The Tennessee Council on Developmental Disabilities, a state office based in Nashville, is seeking a Director of Public Policy to lead Council initiatives focused on improving state and federal public policy that affects Tennesseans with developmental disabilities.

**THE ORGANIZATION**

The Council on Developmental Disabilities is created by the federal Developmental Disabilities Act (Public Law 106-402). The Council is charged with improving state policies and practices that affect Tennesseans with developmental disabilities and their families. The Council works with all state agencies, the federal government, and private organizations to link programs and services in more efficient and effective ways.

The Council provides the state with a central point of expertise on disability data, service system trends and most promising practices. The Council helps build the capacity of government and communities to better support Tennesseans with developmental disabilities. Additionally, citizens with developmental disabilities and their families participate in the work of the Council, providing them with direct input into policies and practices that impact their lives.

**THE POSITION**


Council goal areas are:

- Leadership Development
- Service System Improvement
- Information & Outreach

**KEY RESPONSIBILITIES**

Reporting to the Council Executive Director, the Director of Public Policy will provide overall management of the organization’s legislative and public policy initiatives. Responsibilities include:
• Researching and tracking state and federal public policy trends
• Facilitating strong relationships with disability policy staff in community organizations
• Facilitating communication with legislative and public policy liaisons in state offices
• Developing professional presentations on state and federal legislative processes and trends
• Developing educational sessions on legislative priorities, positions of the Council
• Providing leadership to the National Association of Councils on Developmental Disabilities in the area of public policy
• Managing the Council’s public policy internship program

EXPERIENCE AND ATTRIBUTES

An ideal candidate for this position will bring a variety of experiences and attributes:

• Excellent research, writing and organization skills
• Excellent communication and presentation skills
• Relationship and consensus building skills
• Proven track record in project management
• Executive level leadership skills
• Understanding of, commitment to and passion for the mission of the Council on Developmental Disabilities

SALARY & BENEFITS

The position is an executive service position, with salary based on experience and skills. Benefits provided through the State of Tennessee.

APPLICATION PROCESS

Email cover letter and resume to Council Executive Director: wanda.willis@tn.gov, or mail to:

Council on Developmental Disabilities
Parkway Towers, Suite 130
404 James Robertson Parkway
Nashville, TN 37243-0228
Attn: Wanda Willis

Resume reviews begin immediately and will close on February 15, 2013.

Pursuant to the State of Tennessee’s policy of nondiscrimination, The Tennessee Council on Developmental Disabilities does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service. Candidates with disabilities who require special accommodations or alternate communication formats should contact Lynette Porter, Deputy Director at 615-532-4684.