



Clean Slate Initiative  
Legislative Director

Washington, D.C.



## What is the Clean Slate Initiative?

The Clean Slate Initiative (CSI) was founded in 2019 as a national bipartisan organization advancing policies to automate and expand eligibility for record clearance. One in three Americans lives with a past record of arrest, conviction, or incarceration that limits their ability to find work, continue their education, obtain a professional license, or fully participate in family and civic life.

The Clean Slate Initiative's vision is that everyone in America should have a fair opportunity to work, have a safe home, take care of their families, and contribute to their community. We achieve this vision by uniting businesses, advocates, community members, and impacted people across the country to ensure that conviction and non-conviction records are no longer a life sentence to poverty, and past mistakes will no longer define our futures. Since its inception, the organization has won clean slate policies in Utah, Michigan, Connecticut, Delaware, Colorado, and Oklahoma. Altogether, these policies will remove barriers and increase opportunities for more than two million Americans.

CSI's strategic plan includes the goal of clearing conviction and non-conviction records for at least 4.4 million people, including nearly 1 million Black people, by 2025. To achieve this scale, CSI is growing its remote staff.

The Clean Slate Initiative promotes a culture of collaboration, accountability, and learning. Eighty percent (80%) of our staff are directly impacted, and fifty-six percent (56%) are employees of color. By centering the experiences of people directly impacted by the criminal legal system at all levels of the organization, we transform pain into power. All staff gather for several days each quarter to develop quarterly priorities and think creatively together. In addition, we engage in at least one learning trip a year as part of our goals for stakeholder development and building shared values.

## Position

The Legislative Director lead our federal advocacy work to advance legislative, executive, and regulatory measures that clear barriers and increase opportunities for millions of Americans with past records.

The Legislative Director will work as part of a senior leadership team to develop and implement CSI's integrated advocacy strategy which leverages our robust bipartisan network of state and national partners and allies, direct lobbying of decision-makers across the political spectrum and a range of tactics to build legislative and political support for our policy agenda.

CSI's Legislative Director will be the organization's main representative on the Hill with key lawmakers of both parties as well as the Administration and other relevant stakeholders.

A people connector with outstanding communication and interpersonal skills, the ideal candidate will be located in Washington D.C. with significant experience on Capitol Hill engaging officials. This position is a central driver of the strategy of CSI and will drive policy change and impact the lives of millions of people.

The Director will report directly to CSI's Vice President of Programs and will work closely with the other team members to drive the mission of CSI forward successfully.

## Responsibilities

- Lead the implementation of CSI's advocacy agenda at the federal level; collaborate closely with campaigns team to provide support and ensure alignment with the state and local advocacy efforts.
- Work with CSI staff, consultants, and partners to develop and implement effective legislative strategies that deeply incorporate CSI's racial equity values, elevate our constituency of directly impacted people, and that leverage our "beyond the Beltway" organizing capacity to advance our goals in Washington, DC.
- Cultivate and sustain relationships with targeted elected officials and congressional staff to advance the organization's legislative goals.
- Coordinate CSI's legislative advocacy activity on the Hill including regular contact with committees, legislators, Hill staff, agencies, and allies to create/enhance legislation that focuses on arrest and conviction record clearance
- Serve as the lead external facing spokesperson of CSI on Capitol Hill; represent individually or alongside other leaders CSI at state legislative coalitions, meetings, and conferences, and build coalitions as needed to advance the organization's advocacy goals
- Provide ongoing analysis, understanding and application of House and Senate procedural rules to inform CSI legislative strategies
- Identify emerging legislative, regulatory and policy opportunities at the federal level that will impact the CSI agenda and directly impacted communities; develop strategies to respond accordingly and ensure that CSI remains a driving force in conviction record clearance
- Work with Executive Team and staff to develop and implement communication and media strategy to support strategic objectives, including writing materials, talking points, and letters.
- Work with the VP of Programs to develop, maintain, and expand relationships with community leaders, coalitions, and key allies in line with state and federal strategy
- Manage and support contract lobbyists, consultants, and others working as part of the CSI team to advance federal and state policies as needed.

- Ensure compliance with lobbying disclosure, ethics, and related rules.
- Support CSI staff and partner organizations with regular updates, analysis, and hands-on preparation for lobby meetings.

## Must-Have Qualifications

- Minimum of 12-15 years of legislative experience working with Congress, the White House or specific agency; at least half must be direct advocacy.
- Strong understanding of the federal legislative process, structure of committees in both chambers of Congress, timelines and both policy and political considerations in advancing policy on the Hill.
- Track record of advancing federal legislative priorities over time on criminal justice or economic issues relevant to justice-impacted people.
- Politically savvy with a robust network of relationships on Capitol Hill including but not limited, to congressmembers and congressional staff; demonstrated success in building coalitions with key government officials to pass legislations.
- Excellent interpersonal and persuasive skills; the ability to establish credibility with elected officials and other trusted partners.
- Demonstrated ability to create and implement a strategic vision to galvanize support and maximize impact.
- Demonstrated ability to work well under pressure, take initiative and manage multiple priorities and projects effectively and to work as part of a small team of colleagues.
- Experience leveraging a range of tactics that can include digital and traditional media, research, analysis, coalition building, etc. to advance a legislative agenda.
- Basic understanding of legal compliance rules for public education, lobbying, advocacy, and political activity.
- A commitment to integrity, professionalism, bipartisanship, and CSI's values.
- Highest degree of personal responsibility, accountability, and decision making; exhibits a strong work ethic and experience leading initiatives.
- Sound judgement, is sensitive to diverse constituencies, and can collaborate with individuals from a range of backgrounds.

## Compensation & Benefits

This is an outstanding opportunity for a highly motivated leader to join a highly respected and rapidly growing organization. Clean Slate Initiative is prepared to offer a very attractive compensation package, including a competitive base salary of \$160,000-\$180,000. In addition, Clean Slate Initiative will offer a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

## How to Apply

We encourage all applicants to review our website to fully familiarize themselves with the Clean Slate Initiative before applying: [www.cleanslateinitiative.org](http://www.cleanslateinitiative.org). If you are interested in applying for this position, please click below.

To apply to this position, please click [HERE](#).

## Hiring Statement

Clean Slate Initiative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

## COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).

This position description is based upon material provided by the Clean Slate Initiative, an equal opportunity employer.

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