



**JOB DESCRIPTION**  
**(2 -Year Temporary Assignment)**

**Employee Name**

<b>JOB TITLE:</b>	<b>H. E. Butt Foundation Policy Fellow</b>
<b>DEPARTMENT:</b>	Community Engagement
<b>REPORTS TO:</b>	VP of Community Engagement
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION &amp; LOCATION:</b>	Exempt & San Antonio, TX
<b>TIMEFRAME:</b>	2-Year Assignment

**POSITION SUMMARY:** The H. E. Butt Foundation Policy Fellow role is a full-time, two-year position based at the San Antonio office of the Foundation. The position will help further the Foundation's mental health and wellbeing policy initiatives. The Policy Fellow will be provided with a mentor and will participate as a Guest Fellow in the Hogg Foundation's Mental Health Policy Academy, facilitated by Texans Care for Children. The Academy provides substantial professional development and an enriching network in the areas of mental health policy and advocacy. The fellow will engage in the Hogg Policy Academy monthly. Upon completion of the fellowship, the Policy Fellow will have enhanced their effectiveness as an advocate through training and frequent networking opportunities with legislative staffers, policy experts, individuals with lived experience, family members, and direct service providers.

**PROGRAM MISSION:** Community Engagement at the H. E. Butt Foundation focuses on four strategic initiatives geared toward building healthy families and children in San Antonio and Real County: Capacity Building, Storytelling for Narrative Change, REAL County Initiative, and Strategic Initiatives.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Stewardship, Hospitality, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

**Fellow Responsibilities**

- Perform policy research related to the Foundation's policy priorities
- Participate as an active member in the Hogg Policy Academy monthly meetings and related events
- Assist in planning and implementing the Foundation's policy strategies
- Draft, review, and edit written products and policy briefs for use in educating and informing elected officials and their staffs
- Track and analyze legislation, legislative interim charges/activities and state budget processes tied to the Foundation policy strategies
- Represent the Foundation in and around the Texas Capital in person during the legislative session, including but not limited to attending committee hearings, supporting testimony, and facilitating meetings with legislative offices
- Prepare and present briefs and reports for Foundation use

- Actively engage in Foundation and Community Engagement internal meetings and gatherings
- Frequent travel to support the objectives of this position

### **Hogg Policy Academy**

The Fellow, with mentorship and peer support, will experience training and hands-on experience in the following areas:

- Identifying policy challenges, assessing options for addressing them, and developing policy solutions
- The landscape of Texas and national mental health policy particularly as related to H. E. Butt Foundation priorities
- Strategies for working with and educating decision-makers in the legislative, executive, and judicial branches of government
- Best practices in mental health and effective means for implementing these practices in Texas
- Organizational development

### **QUALIFICATIONS:**

- A recent (within the past 24 months) post-graduate of a law school or master's program in social work, public health, public policy, or related social and behavioral sciences
- Experience in conducting policy research utilizing a variety of resources and outlets, synthesize information, and prepare reports, summaries, presentations, analysis, and recommendations as appropriate
- Familiarity with, and/or working knowledge of mental health programs, and services in Texas

### **COMPETENCIES-Knowledge, Skills, and Abilities:**

- Interests in the intersection of faith and mental health.
- Interest in and familiarity with school-based mental health interventions.
- Strong written and verbal communication skills
- The ability to work independently as well as collaboratively
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously
- Strong critical thinking and problem-solving skills
- Capacity to think strategically and respond analytically

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

#### **Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside

environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas and requires travel to multiple locations within Central Texas and attending events outside of traditional 8am to 5pm work hours. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE