



**CHILDREN'S ALLIANCE**

*A Voice for Washington's Children, Youth & Families*

## **Policy Manager**

The Policy Manager is responsible for monitoring the policy landscape and recommending positions on a broad array of policy issues related to child well-being. They work to understand, analyze, create, and respond to policy opportunities for Washington's 1.6 million kids, with a special focus on children and families in communities of color. This work is focused on ensuring Children's Alliance policy advocacy on a wide array of state legislative and budget items that are instrumental to racial justice in child and family well-being.

The position is a member of the policy staff, and reports to the Deputy Director. Key metrics of success in this position will include the effective building of expertise in a range of policy areas, and the expansion of Children's Alliance's policy advocacy to embrace more areas of child and family well-being than our current foci of early learning and health care access.

### **ABOUT CHILDREN'S ALLIANCE**

At Children's Alliance, our mission is to secure opportunity for every child in Washington by effecting positive change in public policies, priorities, and programs.

We speak directly to state and federal decision makers to influence the policymaking process. We mobilize people so they can make a difference. We listen to and learn from our allies and members. And we advocate with families who are directly affected by racism and inequality.

We believe our mission will only succeed if we unapologetically, actively, and effectively fight to end racism and anti-Blackness.

Our culture is warm, informal, and collaborative. We work hard to be inclusive as we plan strategies, campaigns, and events. We dedicate time in staff and board meetings to better understand how racism shows up in the child-serving systems we seek to change, and in our own internal policies and practices.

This work is challenging; it calls for each of us to be vulnerable and to take risks. We strive to handle the challenges with care and compassion and learn from them together. For us, this work is central to our mission.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Work with Children's Alliance policy staff, including the Health Policy Director, the ELAA Coalition Director, and the Deputy Director to monitor key developments across Children's Alliance policy areas, including early learning, child health and other areas in which race/ethnicity is a predictor of child outcomes.
- Work closely with the director of the Early Learning Action Alliance to develop and implement legislative, communications, and mobilization strategies that allow Children's Alliance to further the coalition's goals.
- Represent Children's Alliance externally in an array of policy areas, including early learning.
- Build and maintain relationships with coalition and organizational partners, funders, policymakers, state agency staff, and a wide range of stakeholders.

- Develop and disseminate written materials, e.g., policy briefs position statements and blog posts.
- Share responsibility for fund development, including grant planning, writing, reporting, and other strategies.
- Participate in organizational activities, such as staff workgroups, membership and community meetings, fund development, trainings, etc.
- Other duties as assigned.

### **Position Expectations:**

- Children’s Alliance is currently operating 100% remotely. Attendance at in-person meetings in Seattle will be required occasionally.
- Flexible hours, including occasional evening and weekend work.
- Potential to be in Olympia 1-2 days per week during state legislative sessions.

### **QUALIFICATIONS**

- Experience in policy analysis, including in identifying policy and budget decisions with implications for racial justice.
- Ability to produce clear, cogent, and well-organized written materials for a variety of audiences.
- Possess intellectual curiosity about the effects of systemic racism on Washington’s families, and a dedication to working with families and communities to achieve positive change.
- Be prepared for guidance, evaluation, and high performance in a virtual office setting.
- Be proficient in Microsoft Office and other PC applications.
- No one candidate is expected to possess all the qualifications listed above. In areas where aptitude and/or interest are greater than experience, candidates are encouraged to propose a plan for support.

### **COMPENSATION**

The annual salary for this full-time exempt position is \$66,000-\$73,000, depending on experience.

Children’s Alliance offers a flexible work environment and 12 days of paid vacation in the first year with incremental increases in subsequent years, 14 paid holidays, and opportunities for sabbatical. The organization heavily subsidizes employee and dependent health and dental coverage and offers sick leave and paid family and medical leave.

### **APPLICATION INFORMATION**

Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally proficient workplace. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

To apply, send a cover letter and resume to [jobs@childrensalliance.org](mailto:jobs@childrensalliance.org) with your full name and the title of the position (First name Last name, Policy & Data Manager) in the subject line of the email. Applications are accepted until the position is filled.