

Position Description

Forum for Youth Investment

Policy Associate

TITLE:	Policy & Advocacy Associate
SUPERVISOR:	Vice President, Policy Advocacy
PURPOSE:	The Policy & Advocacy Associate will participate in the full range of the Forum's advocacy activities.

Organization & Position Background

The Forum for Youth Investment is a nonprofit, nonpartisan "action tank" dedicated to helping communities and the nation make sure all young people are Ready by 21®: ready for college, work and life. Informed by rigorous research and practical experience, the Forum forges innovative ideas, strategies and partnerships to strengthen solutions for young people and those who care about them. A trusted resource for policy makers, advocates, researchers and program professionals, the Forum provides youth and adult leaders with the information, connections and tools they need to create greater opportunities and outcomes for young people.

The Forum manages a number of centers and partnerships, including Big Picture Approach Consulting, the David P. Weikart Center for Youth Program Quality, the Children's Cabinet Network and SparkAction. The core work of the Forum is helping leaders, organizations, partnerships and systems – at the local, state and national levels – assess, improve and align their practices and policies. The Forum works in collaboration with national partners representing the education, government, nonprofit, business and community philanthropy sectors.

Positive youth development is the driving premise behind the Forum's approach to policy. The Forum's work is not focused on a particular youth outcome (e.g. the high school dropout rate) or sector. Rather, the Forum concentrates its efforts on fostering a collective approach among the various child- and youth-serving fields, such as child welfare, education, workforce, juvenile justice, human services, housing and health. Policy projects relate to the Forum's expertise in strengthening policymaker partnerships, use of data and evidence, and alignment of policies and resources.

The Forum is a thriving organization with an annual budget of approximately \$7.6 million and more than 45 staff. It is funded by a mix of foundations and corporations with a growing fee-for-service contract base. The Policy Associate will play an important role in the Forum's continued growth. For more information, please visit www.forumfyi.org.

Position Responsibilities

- a) Be primary point person on the Forum's advocacy campaigns designed to advance our policy goals. Such goals currently include increasing funding and improving policies for: interagency alignment/collective impact/place-based initiatives; disconnected youth/opportunity youth; afterschool programs, social & emotional learning/youth development outcomes such as character; and evidence-based policymaking.
- b) Build coalitions of organizations to support the Forum's advocacy goals.
- c) Write position papers, issue briefs, and policy analyses.

- d) Draft responses to government requests for information and other opportunities to provide feedback on proposed executive branch policies.
- e) Foster relationships with key White House and congressional staff to build support for our advocacy goals.
- f) Develop and promote sign-on letters and “dear colleague” letters.
- g) Maintain our state-of-the-art Quorum software to identify policy opportunities and to track interactions with policymakers.
- h) Work with the Forum’s SparkAction team to develop and promote action alerts and social media campaigns to advance the Forum’s advocacy goals.
- i) Be familiar with all aspects of Forum activities in order to effectively provide a wide range of information, to screen, prepare and manage responses. This includes, and is not limited to, knowledge of Forum procedures and policies.
- j) Provide planning, administrative, and programmatic assistance to the Forum’s policy advocacy team through routine tasks such as scheduling and correspondence, event planning, travel arrangements, expense reporting and data entry.
- k) Other duties as assigned.

Performance/Character Requirements & Qualifications

We are looking for emerging superstars poised to grow rapidly into dynamic leaders. People who are fun to be around, have an insatiable desire to grow and learn, and are passionate about social, economic and racial equity. People who are optimistic about what is possible, and are relentless in achieving their goals. People who thrive working in fast-paced organizations that adapt rapidly to change. People eager to constantly try new things, adapt, learn and improve. People who are analytical, see the big picture, and suggest strategic shifts of direction – while simultaneously keeping track of details, and never letting tasks fall through the cracks. People who work hard and take pride in their work, while keeping a smile on their face and a bounce in their step. We love what we do and want you to as well.

The successful candidate will have a bachelor’s degree and at least three years of work experience in the nonprofit, education, or government sector or a master’s degree in a relevant field. Academic credentials in a subject area related to children and youth programming and public policy are desirable, as is direct experience in policymaking and advocacy campaigns.

A strong interest and ability in writing as well as excellent facilitation and verbal communications skills are a must. We are looking for someone who can walk into a room, tell people about an advocacy campaign, and walk out with business cards of people excited to help.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Policy & Advocacy Associate will be based in the Forum’s Washington, DC office.

Position & Compensation

Salaries at the Forum are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore it qualifies as an "exempt" position.

If interested, submit a resume and cover letter specifying the Policy & Advocacy Associate position with salary requirements to jobs@forumfyi.org.