

Position Description

Policy Associate

The Forum for Youth Investment

FULL TITLE: Policy Associate for Evidence-based Policymaking

SUPERVISOR: Director, Policy & Research

PURPOSE: The Policy Associate will participate in the full range of the Forum's policy activities, with a focus on advancing evidence-based policymaking.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

To ensure all young people are ready for college, work and life, policymakers and practitioners need to generate and use the best available evidence to drive decisions. For years, the Forum has helped policymakers and practitioners use evidence for improvement, integrate multiple types of evidence into decision-making processes, and elevate the role of evaluation. The Forum is now building on these efforts by developing and applying an equity lens to the processes that underlie how evidence gets generated and used, including:

- For, by, and about whom we generate evidence,
- What knowledge is considered rigorous, valid, and important,
- Who has voice in the processes of generating and using evidence.

The Forum is a thriving organization with a budget of over \$11.3 million, a staff of 50+ and headquarters in Washington DC. The Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base. For more information on this body of work, please visit <https://forumfyi.org/work/evidence-based-policy>. For more information on the Forum as a whole, please visit www.forumfyi.org.

Position Responsibilities

- a) Serve as primary coordinator of the Forum's evidence-based policy and practice activities.
- b) Build relationships and partnerships with other organizations that address evidence-based policy and practice. Take initiative to propose partnerships and carry out projects such as papers, events, or other activities.
- c) Keep up to date on policy and research developments at federal, state, local, and tribal levels as well as among relevant thought leaders and organizations. Identify practice-oriented examples related to strengthening equity and results through evidence.
- d) Conduct background research, interviews, and analysis on specific issues to support sound policy positions and written products.

- e) Draft key documents, including position papers, issue briefs, and policy analyses as well as responses to government requests for information and opportunities to provide feedback on proposed policies.
- f) Keep our website and e-newsletter content up to date, using our website content management system and our e-newsletter technology to maximize views and use of our evidence-related materials.
- g) Foster relationships with key executive branch and legislative staff at the federal, state, local, and tribal levels to build support for our policy goals.
- h) Manage events and convenings, including developing the agenda and handling all related logistics.
- i) Be familiar with all aspects of the Forum's 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 team through routine tasks such as scheduling and correspondence, event planning, travel arrangements, expense reporting, and data entry when needed.
- k) Other duties as assigned.

Performance/Character Requirements

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 making sure that tasks don't 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.

Qualifications

The successful candidate will likely 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 working with evidence. If you don't fit this profile but have other uniquely qualifying assets, please apply.

A strong interest and ability in writing as well as excellent facilitation and verbal communications skills are a must.

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 Associate will be based in the Forum's Washington, DC office.

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.