

Position Description

Policy Manager

The Forum for Youth Investment

FULL TITLE: Policy Manager for Children’s Cabinet Networks

SUPERVISOR: Director, Policy & Research

PURPOSE: The Policy Manager will participate in the full range of the Forum’s policy activities, with a focus on managing the Forum’s State and Local Children’s Cabinet Networks.

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.

The Forum, working with partner organizations, manages State and Local Children’s Cabinet Networks to systematically change the fragmented ways that governments traditionally do business for children and youth. No single support or program is enough to ensure children and youth are on track developmentally, educationally, socially, and emotionally. Therefore, children’s cabinets — typically made up of the heads of all state or local agencies whose programs touch children and youth — play a pivotal role in fostering the overall well-being of young people by coordinating services, developing shared outcomes, and collaboratively determining and delivering on shared goals and strategies. Our networks support the state and local leaders that directly manage these children’s cabinets, helping them to increase the efficiency and effectiveness of their efforts to improve child and youth outcomes. In addition, the Forum works closely with federal policymakers to facilitate problem-solving and policy alignment across federal agencies and all levels of government.

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 portfolio, please visit <https://forumfyi.org/work/ccn/>. For more information on the Forum as a whole, please visit www.forumfyi.org.

Position Responsibilities

- a) Support the State and Local Children’s Cabinet Networks, ensuring that network activities are valued by participants and increase their capacity to align policies across departments and agencies in ways that increase the odds that young people will be ready for college, work, and life.
- b) Develop and maintain strong, trusting relationships with participants in the State and Local Children’s Cabinet Networks.

- c) Increase governmental awareness of, and support for, children's cabinets and increase participation in the State and Local Children's Cabinet Networks, including through public speaking, presentations, and webinars.
- d) Provide advice and technical assistance to individual state and local children's cabinets.
- e) Manage the State and Local Children's Cabinet Networks' summits and convenings, developing the agenda and handling all related logistics.
- f) Host online network meetings and conference calls.
- g) Facilitate online and in-person meetings of learning cohorts – subsets of network members who work together on a specific issue over time – including coordination of trainings by Forum staff and partner organizations, follow-up documentation, and dissemination of lessons learned.
- h) Conduct background research, interviews, and analysis on specific issues and draft toolkits, profiles, policy briefs, PowerPoint presentations, and other products, including a biennial Children's Cabinet Network Survey.
- i) Foster relationships with key federal executive branch and congressional staff to build support for our policy goals and to help raise state and local needs and solutions to federal attention.
- j) Coordinate each aspect of the work above in collaboration with the Forum's current partner organizations, and forge partnerships with new organizations when mutually beneficial.
- k) 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.
- l) 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.
- m) 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 five 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 Manager 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.