

Position Description

FULL TITLE: Policy & Government Affairs Associate

SUPERVISOR: Executive Vice President, Policy & Government Affairs

PURPOSE: The Forum for Youth Investment is seeking a Policy and Government Affairs Associate to support the policy unit in advancing the Forum’s policy agenda. This role is responsible for ensuring the highest quality preparation, execution, and follow-through on a range of executive and administrative support tasks. The person in this role must have the ability to work independently and seek guidance when appropriate. The successful candidate has keen attention to detail, is resourceful, proactive and efficient, with a high level of professionalism and discretion. Expert level communication skills and strong problem-solving skills are vital for this position.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to improving outcomes for youth (ages 5-24) in education, 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 is a thriving organization with a budget of \$11 million, a 50, and a growing staff of nearly 50, and headquarters in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for service contract base. For more information on the Forum, please visit www.forumfyi.org.

Position Responsibilities

- Provide administrative, logistical, and task management support to the EVP, this includes calendar management, create meeting agendas, gather briefing materials, take and circulate notes with action items, monitor and track deadlines, and organize efficient filing system.
- Coordinate travel, prepare monthly expense reports, and facilitate invoice processing.
- Track and monitor legislative and regulatory activity and provide timely updates to the policy unit.
- Develop policymaker profiles, key contacts, and champion/target spreadsheets.
- Log and track strategic goal metrics, grant deliverables, sign-on letters, bill endorsements, and digital engagement with policymakers.
- Draft and contribute to materials such as fact sheets, letters of support, talking points, testimony, blogs, policy briefs, background/decision memos, social media posts, and press statements.
- Prepare regular summaries and timely updates to staff on key activities of the policy unit.
- Ensure legislative content is updated regularly on external-facing platforms such as the website, and social media channels.
- Liaise with event manager to plan and provide logistical and event management support for policy unit major convenings, trainings, conferences, and policy briefings.

Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team member across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.

- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

Qualifications

- Demonstrated commitment to the Forum’s mission, vision, and values.
- Bachelor’s degree and a minimum of 2 years of related experience.
- Minimum 2 years of experience working in legislative affairs, Capitol Hill experience is a plus.
- Mastery of Excel, PowerPoint Presentation, and Canva is required.
- Proficient in cloud-based workspace technologies.
- Familiarity with advocacy engagement platforms is preferred.

Working Environment

This is a DC-based, hybrid role. Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Occasional travel is expected for in-person team meetings, and various policymaker/stakeholder meetings and events.

This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time.

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. The starting salary for this position is targeted between \$42,500-\$50,500 based upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: PolicyAssociate@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 PolicyAssociate@forumfyi.org if you require a reasonable accommodation to complete your application.