



POSITION TITLE: Policy & Advocacy Manager

LOCATION: Remote (currently)

About NBCDI

The National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, professionals, parents, and caregivers around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources that respond to the unique strengths and needs of Black children around issues, including early childhood education, health and wellness, literacy, family engagement, and child welfare. With the support of our National Affiliate Network, we are committed to our mission “to improve and advance the quality of life for Black children and families through education and advocacy.”

To learn more about the organization, please visit www.nbcdi.org.

POSITION SUMMARY

NBCDI is seeking a Policy & Advocacy Manager with expertise in early childhood policy, advocacy and grassroots organizing to develop, implement and evaluate its Prenatal-3 strategy. Working directly with the national affiliate network, this individual will play a key role in advancing NBCDI’s prenatal-3 federal and state policy agenda while also building the advocacy capacity of our network. The Policy & Advocacy manager will provide valued support to states and communities through our national affiliate network with the goal of ensuring that these leaders have the tools, resources, and peer learning opportunities they need to build their movements and expand PN-3 services with equity and family leadership at the center of their systems. This is an ideal role for someone who desires to work at the intersection of early childhood policy, state advocacy and grassroots organizing to have transformational impact on the lives of Black children and families.

RESPONSIBILITIES/DUTIES

- Work collaboratively with colleagues across the organization (national and affiliate network) to develop and implement effective advocacy strategies and campaigns.
- Strengthening the advocacy capacity of NBCDI Affiliate network through professional development, convenings and issue education.
- Support the development, coordination, and execution of legislative campaigns through internal and external relationship building, communications, and trainings, including webinars, conferences, conference calls, and other presentations.



- Provide project management of advocacy campaigns, assist in the development of legislative goals and strategies, and coordinate internal support including communications and research deliverables.
- Provide rapid response support to state and local affiliates regarding policy and legislative priorities.
- Develop process-improvement and efficiency recommendations in alignment with grant and program objectives.
- Track and report on multi-year grant and program initiatives in accordance with expected outcomes and financial performance.
- Create strong partnerships and work effectively with diverse stakeholders and foster strong engagement efforts across national and local partnerships.
- Lead project and program implementation across National Affiliate network for best practices, accountability, decision making and progress reporting.
- Prioritize competing priorities and needs with sound reasoning and creative solutions.
- Perform other duties as necessary.

QUALIFICATIONS

Education/Professional Experience

- BA degree required; Master's degree preferred.
- Minimum of 4 years related job experience with at least 2 years of work experience in public policy analysis and advocacy.
- Knowledge of early childhood development and education and its role in closing the opportunity gaps facing children in low- income families and children of color.
- Understanding of racial equity as a process to undoing institutionalized racism.
- Experience and commitment to integrating expertise of people directly affected by public policies into policy development and policy advocacy.
- Excellent advocacy, consensus-building, campaign management, and leadership skills.
- Demonstrated ability to work collegially and collaboratively with other staff and other stakeholders.
- The ability to produce consistent, quality work in a fast-paced environment is essential.
- Ability to manage several projects simultaneously and to adjust to frequently changing demands.
- Demonstrated experience leading small- and large-scale projects aligned with the organization's strategy and best practices.
- Proficiency in MS Office Suite, Outlook, and related Project Management Software; and
- Excellent written and verbal communication skills.

*To apply please send a cover letter and resume to Tricia White at:
NBCDI.HR.Consultant@gmail.com*



The National Black Child Development Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
