



## **Advocacy and Policy Manager**

NCNW is a national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit [www.ncnw.org](http://www.ncnw.org). **To apply send your resume and cover letter to [jobs@ncnw.org](mailto:jobs@ncnw.org)**

### **JOB SUMMARY**

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the advocacy and policy management of the organization. Under the direction of the VP of Policy, this position supports NCNW's comprehensive strategy to develop and coordinate advocacy and education initiatives associated with NCNW's federal, and state public policy. The Advocacy and Policy Manager helps identify current or impending problems and analyzes how various policy ideas and proposals could affect the problem and suggest solutions. The salary range for this position is \$60,000-\$70,000.

### **Work Environment**

Work is hybrid – with two days regularly performed in a professional office environment and routinely uses standard office equipment. Expected travel is 0-20%.

### **RESPONSIBILITIES**

- Monitor and analyze legislative and regulatory proposals, bills, and regulations.
- Provide advice and recommendations on policy positions, advocacy strategies, and potential impacts of proposed policies.
- Draft and review policy-related documents, including position statements, testimony, and other advocacy materials.
- Collaborate with internal and external teams, including government affairs policy leads, consultants, and coalition teams to develop and execute effective advocacy strategies.
- Represent NCNW by monitoring or attending external meetings, hearings, and events, effectively communicating NCNW's positions advocating and education on policy priorities.

### **Qualifications**

#### **Education:**

- Required: High School Diploma or equivalent relevant experience.
- Preferred: Bachelor's or Master's degree in Public Policy, Political Science, Law (JD), Economics, or a related field.



**Experience:**

**Required:**

- Experience with (or a related educational background in) federal or state legislatures, federal or state executive or agency branch, government relations office, or advocacy work in local government, civil rights organization, a trade association, higher education, campaign, grassroots firm, or other relative organization.

**Preferred:**

- The ideal candidate should possess strong research and analytical skills, coupled with a deep understanding of policy issues within the context of civil rights, equity, economic development, education, social justice and all other issues that press upon today's marginalized communities. As an Advocacy and Policy Manager, you will have the unique opportunity to communicate your findings and recommendations to a variety of stakeholders, including policymakers, NCNW membership and affiliates, and the general public, contributing to meaningful discussions that influence policy directions.

**Knowledge, Skills & Abilities:**

- Familiarity with the legislative and regulatory process, with the ability to contribute to policy formation independently.
- Collaborative mindset, capable of working effectively within interdisciplinary teams.
- Excellent written and verbal communication skills for conveying policy positions to diverse audiences.
- Proficiency in utilizing government resources and internal tools for research purposes.
- Quick learner with the ability to adapt to new resources and information-search methods.
- Understanding of different advocacy approaches, including grassroots and grassroots strategies.

**Physical Requirements:**

- Must be able to perform essential duties satisfactorily with reasonable accommodations.
- Work is generally done sitting, talking, hearing, and typing. Visual acuity to use a keyboard, prepare and analyze data and figures; transcribing, viewing a computer terminal; extensive reading.
- Light lifting is required. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to constantly move objects.