



# JOB POSTING

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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## Director of Policy, Telecommunications & Technology

### Position Description

**Reports to:** Vice President of Advocacy & Policy

**Position:** Director of Policy, Telecommunications & Technology

**FLSA Status:** Exempt/Full Time

**DC Based**

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 38 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

### **Position Summary:**

We are seeking a dedicated, highly motivated, and experienced individual to join our organization as the Director of Policy, Telecommunications & Technology. In this pivotal role, under the direction of the Vice President of Advocacy & Policy, you will be responsible for supporting and jointly shaping and influencing policy initiatives that impact various policy areas including being the direct lead in telecommunications and technology. As a leader in public policy, you will work collaboratively with various stakeholders, including government officials, industry representatives, and advocacy groups, to develop and promote policies that enhance the growth, innovation, and competitiveness of the technology landscape. The ideal candidate will possess a deep understanding of the telecommunications industry and emerging technologies as well as the regulatory environment that governs these sectors. Additionally, you will collaborate and help lead a team providing guidance and direction on critical policy issues in NCNW’s core areas of education, health care, social justice, and economic security. Your expertise in telecommunications and technology includes knowledge on issues such as broadband access, digital equity, and privacy regulations will support the organization in informing our advocacy efforts and positioning NCNW as a recognized thought leader in the civil rights public policy space. The role requires exceptional communication skills, a strong analytical mindset, and a commitment to promote policies that serve the core of our mission while fostering economic development and technological advancement. The successful candidate must be available to work occasional evenings and selected weekends as needed.

### **Essential Responsibilities:**

- Develop and implement strategic policy initiatives related to technology and telecommunications.
- Support, mentor and co-lead the A&P policy team and policy projects.
- Engage and collaborate with stakeholders, including governmental leaders and entities, industry leaders, and advocacy groups, to advocate for policy priorities.
- Conduct thorough research and analysis on emerging trends and legislative/regulatory developments in telecommunications and technology.
- Prepare and present reports, position papers, testimony, policy briefs, and other documents.
- Monitor and evaluate the impact of existing policies within the telecommunications and technology sectors as well as in other core areas of education, healthcare, economic security, and social justice.
- Represent NCNW in meetings, conferences, public hearings, on webinars and other events and forums effectively communicating and articulating the organization's policy positions.
- Support and collaborate with internal stakeholders and departments on policy issues.
- Provide advice and recommendations on policy positions, and present advocacy strategies along with potential impacts of proposed policies.
- Possible travel is up to 25%.

### **Experience and Qualifications:**

- Bachelor's degree in communications, technology, public policy, political science, or a related field.
- Juris Doctorate preferred, master's degree in public policy, Political Science, Economics, or a related field.
- Minimum 5 years of 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, membership association, higher education, policy campaign, grassroots firm, or other relative organizations.
- Legal background with a high understanding of the regulatory landscape and experience in writing regulatory responses.
- Deep familiarity with the legislative and regulatory process, with the ability to contribute to policy formation and strategy.
- Demonstrated ability to lead a team and manage multiple projects simultaneously.
- Strong understanding of the regulatory landscape and current issues affecting the technology and telecommunications industry.
- Elevated understanding of legislative processes and regulatory frameworks at the local, state, and federal levels.
- Exceptional research, analytical, and critical thinking skills to interpret complex policy issues and recommend strategic responses.
- Excellent written and verbal communication skills, with the ability to articulate policy positions clearly and persuasively.
- Proven ability to build and maintain relationships with a variety of stakeholder including policymakers, community leaders, and advocacy groups.
- Demonstrated ability to work collaboratively in a fast-paced environment and manage multiple projects simultaneously.

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- Collaborative mindset, capable of working effectively within interdisciplinary teams.
- Proficiency in utilizing government resources and internal tools for research purposes.
- A high proficiency in understanding and leading grassroots and grass tops strategies.

#### **Benefits:**

- Medical
- Paid Time Off
- 401(k)
- Dental & Vision insurance
- Life insurance
- Employee assistance program
- Tuition reimbursement
- Legal Assistance
- Hybrid Work Schedule
- Short- & Long-Term Disability

#### **Salary Range:**

\$90,000 - \$140,000 per year

**To apply - Please send your resume, cover letter and 2 writing samples for consideration to [Jobs@ncnw.org](mailto:Jobs@ncnw.org).**