



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.

State Advocacy and Policy Manager

Position Description

Reports to: Vice President of Advocacy & Policy

Position: State Advocacy and Policy Manager

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 take on a position of State Advocacy and Policy Manager. Under the direction of the Vice President of Advocacy & Policy, this position supports NCNW’s comprehensive strategy to develop and coordinate advocacy and education initiatives associated with NCNW’s federal, state, and local public policy. The State Advocacy and Policy Manager will be responsible for conducting thorough research, contributing to policy formation, and ensuring alignment with our organizational goals. Collaboration with a diverse array of stakeholders, including government officials, community advocates and the public, is essential to foster partnerships and advocate for policies that promote our mission. The successful candidate will have the opportunity to represent the organization at various meetings, public forums and conferences that shape public policy. The role offers immense opportunities for growth and professional development, allowing the candidate to make a positive impact on the community through effective policy management. The right candidate is passionate about equity and public policy, possess strong analytical skills, and is committed to making a positive difference. The successful candidate must be available to work occasional evenings and selected weekends as needed.

Essential Responsibilities:

- Monitor, analyze, and evaluate legislative and regulatory proposals, bills, and regulations.
- Conduct in-depth research and analysis on relevant public policy issues.

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- Develop, draft, and review policy proposals, briefs, reports, position statements, testimony, advocacy material and recommendations.
- Provide advice and recommendations on policy positions, advocacy strategies, and potential impacts of proposed policies.
- Collaborate with internal and external teams, including government affairs policy leads, consultants, and coalition teams to develop, advance, and execute effective advocacy initiatives.
- Represent NCNW by monitoring or attending external meetings, hearings, and events, effectively communicating NCNW's positions advocating and education on policy priorities.
- Research, chart, and recommend coalition and partnerships opportunities based on our issues and interests.
- Expected travel is approximately 20%.

Experience and Qualifications:

- Bachelor's degree in public policy, political Science, or a related field.
- Master's degree preferred in public policy, Political Science, Law (JD), Economics, or a related field.
- Minimum 2 years' 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, policy campaign, grassroots firm, or other relative organization.
- 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.
- Experience working with a membership association.
- 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 grass tops strategies.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Proven ability to work collaboratively with diverse groups and stakeholders.

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

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Salary Range:

\$68,000 - \$83,000 per year

To apply - Please send your resume, cover letter and 2 writing samples for consideration to Jobs@ncnw.org.