

**POSITION OPENING:  
POLICY MANAGER, EARLY CHILDHOOD  
AUGUST 2021**

**WHO WE ARE**

The Children's Partnership (TCP) is a California advocacy organization advancing child health equity through policy, research and community engagement.

**POSITION SUMMARY**

The Policy Manager, Early Childhood supports advocacy that elevates the importance of early childhood development, particularly its impact on the well-being of marginalized children of color. The Policy Manager reports to a Policy Director and serves as an expert, internally and externally, on early childhood development, managing the early childhood portfolio (defined as 0 to 5 years of age). This includes ongoing analysis of the policy landscape, policy and advocacy initiatives, coalition and partnership building, state conferences and convenings, and external relations, under the direction of a Policy Director.

**OUR VALUES**

Balance, Equity, Growth, Accountability and Trust

**PRIMARY RESPONSIBILITIES**

- Project manage cross-functional policy, research and community engagement projects related to early childhood development.
- Work with Policy Directors to develop early childhood portfolio's ongoing strategy and trajectory.
- Serve as an expert, and act as an advisor internally and externally, on issues related to early childhood development.
- Provide timely, accurate, in-depth and relevant policy research and strategic analysis required to achieve the objectives of projects, including highlighting unexpected issues, barriers or opportunities that may arise in TCP issue areas and topics.
- Write high-quality policy briefing documents for policymakers and stakeholders, and provide content to TCP's communications team for social and earned media materials and public education products.

- Monitor state and federal health policy and data developments, news and research, and respond as appropriate to key issues and developments.
- Work closely with the Government Relations and Community Engagement team to develop relationships with early childhood development agencies, experts, advocates and legislative champions.
- Manage key partnerships and collaborations to enhance TCP's efforts to reach and work with marginalized families and children through policy, research and community engagement.
- Lead coordination of coalition work around portfolio, as relevant, including coordinating and finalizing coalition communications such as letters, press outreach and fact sheets.
- Participate in the execution of relevant funder activities—including the development of proposals and reports—in collaboration with TCP's development team.
- Assist in supporting coalition and meeting logistics, including developing and sharing agendas, facilitating, taking detailed notes, communicating next steps and coordinating follow-up activities.
- Carry out programmatic and administrative tasks for TCP's policy team.
- Represent TCP on coalitions and at meetings, policy briefings and other external events.
- Support with other TCP policy areas and priorities as they intersect with early childhood development, as needed.

## QUALIFICATIONS

- Master's degree in public policy, public administration, public health, early childhood development, education or related field.
- A minimum of five years of experience in early childhood development policy and/or advocacy, especially related to racial justice and equity.
- Experience or training in California legislative process and regulatory processes.
- Knowledge of policy and issues related to racial justice and equity, health care delivery systems and social determinants of health.
- Experience in conducting policy and program research and implementing advocacy strategies.

## COMPETENCIES

- Excellent research, writing and policy analysis skills, including ability to accurately and concisely summarize complex information for a broad range of audiences.
- Strong project manager with demonstrated ability to see a project through and clearly communicate and hold themselves and others accountable to timelines and deliverables.
- Demonstrated ability to handle multiple projects at a time, prioritize duties and work independently while functioning as a member of a team.
- Excellent written and oral communication skills.
- Advanced level of proficiency and previous experience with Google Suite, Microsoft Word, Excel and PowerPoint.
- Ability to effectively communicate and collaborate within a diverse community with a variety of stakeholders.

## APPLICATION PROCESS

Email resume and cover letter summarizing interests and qualifications to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Policy Manager" in the subject line. No phone calls, please.

## SALARY & BENEFITS

This is a full-time position with a competitive salary and a comprehensive benefits package, including 100% company paid health care premiums. The salary range for this position is \$67,500 – \$80,000.

TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.