



# Children's Advocacy

## ALLIANCE

### **POSITION OPENING: Policy Manager – School Readiness**

The Children's Advocacy Alliance is seeking a Policy Manager – School Readiness to implement its policy work and community engagement strategies in the area of early childhood learning and development.

### **ORGANIZATION BACKGROUND**

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The Alliance creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

The Children's Advocacy Alliance is committed to ensuring that every child in Nevada has the opportunity to enter school ready to learn, whether through home care, in formal childcare or with family and friends. To ensure that all children have a strong start in their learning, CAA will work toward:

- access to high quality, affordable child care for all children;
- parent education and family support programs designed to improve the confidence and competency of all parents and support them in their role as their children's first and most important teachers; and
- a highly qualified and appropriately compensated early childhood workforce.

### **POSITION DESCRIPTION**

The Policy Manager reports directly to the Executive Director and will oversee the School Readiness initiatives at the CAA. This includes defining policy positions, objectives and strategies on issues related to children, youth and families in Nevada, as well as coordinating statewide community engagement activities.

## **DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):**

- Serve as the content area expert for learning and development for prenatal to 8 for the CAA;
- Performs tasks involving writing reports, memos and professional correspondence;
- Research policies and investigate trends in school readiness, including high quality early learning programs (local and federal), child development, financing strategies and related budgetary issues, community impact and quality rating systems;
- Identify, monitor and analyze all relevant legislation at the local, state and federal level that impacts Nevada's children and families;
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events;
- Coordinate, facilitate and staff a statewide coalition;
- Oversee and facilitate the statewide Strong Start for Children campaign including, but not limited to, posting on social media channels, updating the website, working with the Kid Mayors, managing the parent ambassador program and attending tabling events;
- Develop advocacy materials, including issue briefs, briefing papers, and policy fact sheets;
- Assist with grant and/or report writing for funding initiatives;
- Manage and oversee grants and grant projects related to ECE;
- Collaborate and coordinate policy positions, projects, and advocacy efforts with fellow policy managers;
- Recruit and manage fellows and/or interns to work on ECE projects;
- Create and provide trainings/presentation on ECE advocacy for community partners, parents and community leaders;
- Attend meetings and conferences as required for technical assistance/professional development; and
- Perform all other duties as needed and assigned by the Executive Director.

The Policy Manager must have reliable transportation to attend meetings and events in the community, must be willing to work some nights and weekends as needed, and must be able to travel as needed.

## **QUALIFICATIONS**

- Preferred candidates will have at least a bachelor's degree in early childhood education or a related field, preferably education, child development or public policy, and will have some experience working in government, advocacy or a policy setting.
- Preference will be given to candidates with direct experience in early childhood education or a related field.
- Understanding of data collection and analysis, program analysis and evaluation preferred.
- Experience with MS Office software, including Word, Excel and PowerPoint.
- Experience with and understanding of social media.
- Essential qualities include: excellent communication (oral and written) and interpersonal skills; superb analytical skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Ability to engage and communicate with a variety of audiences including parents, teachers, community partners and policy makers.
- Experience writing and/or managing grants is preferred.
- Skills in creating and presenting training and presentations.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.

- Ability to establish and maintain effective working relationships with other team members, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.

## **HOW TO APPLY**

The Policy Manager is a full-time position based in either Las Vegas, NV or Reno, NV. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a medical/dental/vision benefits package.

To apply please send resume, cover letter (including salary requirements) and writing sample to [jobs@caanv.org](mailto:jobs@caanv.org), subject line: **Policy Manager – School Readiness**. This announcement will remain posted until the position is filled.

### **No phone calls please.**

The Children's Advocacy Alliance is dedicated to promoting diversity and inclusion within the organization and in the work that we do in order to serve all residents in the State. Nevada is fundamentally diverse in its people, its workforce, its cultures, and its regions, and we are committed to ensuring that we support this diversity in all forms, including but not limited to economic circumstance, education, geographic location, ability, ethnicity, sexual orientation, gender and gender identification, race, religion, and age. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about Children's Advocacy Alliance, please see our website: [caanv.org](http://caanv.org).