Position Title: State Policy Manager

Children’s Funding Project (CFP) is a nonprofit social impact organization that helps communities and states expand equitable opportunities for children and youth through strategic public financing. Through our hands-on technical assistance and collection of resources, we help advocates, policymakers, public agencies, and funders identify and align existing funding, generate new revenue, and implement strategies to administer funds in ways that maximize their impact. This growing organization is dynamic and seeks to meet the needs of the child and youth field and provide a healthy work environment. Read more about us at: https://www.childrensfundingproject.org/.

About the Position: The State Policy Manager oversees research on state tax policy and revenue generation in support of child and youth funding advocates in states across the country. Specifically, the incumbent provides technical assistance and other consultative support to state-level advocacy partners and clients as they seek to generate and secure additional public funding for early care and education as well as other children’s programs and services. The State Policy Manager is responsible for:

- Building a knowledge base of and documenting new strategies for funding children’s programs and services in states across the country, with a special focus on early care and education
- Managing external research initiatives in the areas of state tax policy and finance
- Guiding partners’ and clients’ efforts to translate research into policy
- Providing strategic guidance and coaching to partners as they advocate for additional children’s funding at the state level
- Distill research and policy developments into talking points, memos, and other effective public-facing content to support partners’ and clients’ state-level advocacy efforts.

This full-time, exempt position reports to the Strategy Director. Travel is required.

LOCATION: The Washington DC metro area is preferred. Remote or hybrid work is possible.

JOB RESPONSIBILITIES:

- Serve as CFP’s expert on state policy regarding funding for programs and services for children and youth, including early care and education.
- Maintain knowledge of existing and pending legislation on this topic and write briefs and blog posts for external and internal use.
- Manage external research partners in analysing available sources of state-level public funding for children and youth.
- Facilitate communication between research partners, subject matter experts, and CFP’s clients/state advocacy partners and effectively summarize research, policy guidance, and other technical content for use by state and national partners, advocates, and policymakers.
- Provide coaching and technical assistance to help state advocacy partners identify, select, and pursue new sources of public funding for children and youth. Support the development of state advocacy strategy plans in advance of legislative sessions and provide ongoing support during legislative sessions.
- Work with senior staff to draft proposals and scopes of work for clients and funders.
- Other tasks as directed.

SKILLS & EXPERIENCE

- The ideal candidate will have relevant training, professional and/or lived experience, and expertise in state-level policy advocacy for children and youth. Priority consideration will be given to candidates who possess the following characteristics:
  o Graduate degree in public policy, education, political science, or related field
  o At least 4 years of professional or grassroots experience in the areas of budget advocacy and/or tax policy for early care and education, out-of-school time, workforce development, or another child- and youth-relevant area
  o Knowledge of state legislative processes and/or federal and state funding for early care and education
  o Experience tracking legislation and leading advocacy campaigns.
  o Exceptional interpersonal skills and comfort with facilitating collaborative conversations.
- Compelling, professional oral and written communication skills, including the ability to clearly and concisely summarize complex policy information for a variety of audiences.
- Team-oriented attitude with an ability to work independently in a remote environment.
- Excellent time management and record-keeping skills.

COMPENSATION
- The target salary for this position is $75,000 (commensurate with experience). CFP offers a generous benefit package, a great (and growing!) team, and a working environment that emphasizes professional development and growth.

TO APPLY: Email a cover letter and resume to admin@childrensfundingproject.org. A cover letter is required for consideration and should address your specific interest in the position and outline skills and experience that directly relate to the role.

Children’s Funding Project commits to building a diverse, equitable, and inclusive work environment that reflects the breadth of communities and clients we serve. We are an equal opportunity employer dedicated to hiring socially conscious individuals with diverse experiences and knowledge that deepen our organization’s impact. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.