



JOB TITLE: Director of Policy and Advocacy	DEPARTMENT(S): Exempt	REPORTS TO: Chief of Staff	EFFECTIVE DATE: November 2019
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POSITION DESCRIPTION: DIRECTOR OF POLICY AND ADVOCACY

ABOUT NCAN

The National College Attainment Network (NCAN) is a small, collaborative team of experienced professionals who are fully committed to achieving equity for students historically underrepresented in higher education (students from low-income backgrounds, first-generation-to-college students, and/or students of color). Our fast-paced work environment supports a work-life balance that allows team members to use their talents to their fullest extent. As a national membership network, we are continually informed and inspired by the efforts of organizations and systems across the country committed to breaking down barriers for students and supporting them to obtain college degrees and successful careers.

JOB SUMMARY

The Director of Policy and Advocacy will be an integral part of the growing policy and advocacy work at NCAN. The Director will play a key role in the creation and execution of our non-partisan policy agenda, priorities and research at the federal and state levels.

This position is an excellent opportunity for an individual committed to advocating for equitable outcomes in education for students of color, low-income students, immigrants, and first-generation college-goers. NCAN is an equal opportunity employer and welcomes candidates from diverse backgrounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES



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- Develop NCAN’s federal and state policy priorities and the strategies to execute those priorities in conjunction with NCAN leadership, NCAN membership and Board of Directors
- Manage NCAN’s relationship with contacts from the White House, Department of Education, Congressional offices, and policy/advocacy coalitions.
- Mobilize NCAN’s members, partners, supporters, and students to advocate to elected officials and policymakers in support of our policy priorities.
- Author white papers, statements, official comments, testimony, and blog postings to advance NCAN’s thought leadership and advocacy.
- Engage with current and potential policy-advocacy funders, help develop grant proposals, and report on grant progress
- Respond to media requests as one of NCAN’s key spokespeople
- Develop and manage policy-advocacy budget
- Supervise Policy and Advocacy Manager who builds the capacity of NCAN member programs to advocate for our policy priorities through professional development and issue education.
- Coordinate with communications colleagues to develop materials relevant to the promotion of the NCAN federal and state policy agenda.
- Provide technical assistance to members on the role of advocacy and policy and issue education, at the state and federal levels, to support their programmatic missions.
- Oversee NCAN’s policy-related events/convenings including Hill Day, NCAN member training sessions, virtual advocacy events, and NCAN conference policy sessions
- Other duties as assigned.

Commented [CW1]: Let me know if you think this deserves its own bullet, but it was part of the mapping from the summer that wasn't reflected in my job description.

Commented [CW2]: Added this in to try to reflect the Goal 2, Initiative 3 work

Commented [CW3]: This has never happened. The Comms Manager oversees T4P and provides editing support, but has never drafted policy docs for me. (PHG is writing for us as well and Op-Eds are still an open question.) I do still have draft policy statements on my post its, however.

Commented [CW4]: We technically moved this to the new person on the post its, though it's phrased differently in the #1 of the manager job description. I still see myself stepping in for big ticket or complicated items, but clearly I'm moving more toward an external (non-member) role.

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The position requires at least 5 years of related professional experience. Top candidates will have:

- Demonstrated experience with federal and state higher education and college attainment policy, advocacy campaigns, and constituent mobilization.



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- Management experience including budgets, vendors and personnel hiring and supervision
- Excellent partnership-building skills as well as strong written and oral communication skills.
- Familiarity with journalists and media influencers who cover postsecondary equity issues
- Solid understanding of the laws restricting nonprofit lobbying and knowledge about permissible advocacy strategies for nonprofit organizations.

A commitment to supporting systems, policies, and practices that prioritize a diverse, equitable, and inclusive work environment consistent with NCAN’s DEI vision and principles is required.

Must be highly organized and able to respond to rapidly changing developments inherent in policy and legislative work. Requires in-depth knowledge of Microsoft Office Products (Word, Excel, Outlook and PowerPoint) and social media platforms. Some travel required.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

NCAN seeks to recruit, develop, and retain staff members reflecting the full spectrum of the students and families our members serve. Diversity, equity, and inclusion among our team are critical to our success and mission. We encourage applications from all interested candidates, including people of color and first-generation college graduates.

NCAN is committed to providing equal opportunity in all areas of employment: recruitment, employment assignment, transfer, promotion, compensation, benefits, and training, as well as employer-sponsored education, social, and recreational programs. It is our policy that all decisions regarding employment are made for sound business reasons and without regard to an individual’s actual or perceived: race, color, religion, national origin, sex, age, marital status,



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personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under federal, state, or local law.

COMPENSATION and TIMELINE

This position is full-time with an annual salary range of \$90,000 - \$110,000, depending on experience and credentials. NCAN offers a robust employee benefits package with generous leave time, health benefits, a matched 401(k) plan, and other benefits.

The position is based in our Washington, DC, office where we expect to return to hybrid remote and in-person staffing in March, conditions permitting. Incumbents in good standing may telework up to three days per week after completion of a 90-day probationary period.

The position is open until filled; however, priority consideration will be given to candidates who submit a resume and cover letter to hr@ncan.org by **Friday, February 4th**.