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Position: Senior Policy Advisor

About Civic:

Civic LLC (formerly Civic Enterprises) is a bipartisan ideas company specializing in innovative initiatives at the cutting edge of domestic, economic, and international policy. We work to raise high school graduation rates, expand national service, increase civic engagement, protect oceans, end malaria deaths, make sure technology does right by society, and prepare Americans for the future of work. We partner with think tanks, foundations, nonprofits, corporations, and elected officials to develop and advance new ways to solve emerging problems.

Civic works on every aspect of making ideas happen: policy development, policy analysis, issue research, strategic communications, coalition building, and strategy. The Civic team includes talented leaders, researchers, and policymakers who have run foundations and think tanks and served as senior advisors to Presidents, Governors, and Members of Congress. Our Policy Council taps some of the best minds in the country, with broad experience in a range of domestic and economic and international policy arenas.

For more information about Civic, visit www.civicllc.com.

Role:

Policy Advisors at Civic perform a variety of roles to ensure the successful completion of projects in the larger context of making progress on important national challenges. The Policy Advisor oversees a portfolio at Civic that includes a 15 year effort to address the high school dropout challenge and boost graduation rates and post-secondary attainment; managing and spearheading the Education Leads Home campaign to help students experiencing homelessness succeed in school. The Senior Policy Advisor will also assist in moving other efforts in education, economic mobility, national service, and other policy priorities forward. Key responsibilities include:

Campaign Management

- Manage campaigns, including the Building a Grad Nation campaign and Education Leads Home campaign that bring together multiple organizations around a common goal, evidence-based plan to meet it, governance structure to align and coordinate the effort, and accountability for progress over at least a decade;
- Serve as strategic leader and driver behind new campaign efforts, draft strategic plans, lead strategy meetings with key partners, and determine and move forward the key pieces of work;
- Coordinate the work of multiple collaborating organizations to execute events, produce content, advocate for policy change;
- Manage communications around key events and release of research, draft press releases, coordinate social media strategy, coordinate with partners to maximize coverage, give interviews with media;
- Lead fundraising efforts in partnership with CEO and collaborating organizations, research and pitch to potential funders, support grant-writing, manage grant reporting deadlines;

- Manage relationships with funders, report on progress, and engage funders and stakeholders in key events;
- Grow the network of organizations and individuals supporting campaign goals by presenting at conferences, attending networking events, sharing best practices with community organizations, and engaging with policy makers around campaign goals.

Partner Engagement

- Scope projects; participate in initial strategy sessions with Civic team and client to define projects, lines of inquiry and outcomes;
- Support the planning and participation in meetings, conference calls, symposiums, etc. with high-level stakeholders (foundations, government agencies, nonprofits)
- Draft project timelines and ensure timely completion of benchmarks;
- Serve as the project lead with project partners; interact with our clients to ensure the work meets their needs and managing new and existing relationships with stakeholders in the field of education; serve as a spokesperson for the organization (at major events, panels, etc.); support the CEO on public engagements; and
- Network with key policy and institution stakeholders on behalf of Civic.

Research and Writing

- Co-author major reports with the CEO; write briefs, concept papers, and other content related to cutting edge-education issues for key internal and external audiences;
- Appear on national TV and radio programs, author and co-author op.eds, and other media
- Identify field-wide best practices, and translate those into case studies; conduct interviews with policy experts and leaders in the relevant fields;
- Track relevant issues in the media, legislative activity and research; help respond to media requests as needed;
- Support the design and publicity process of reports, media, or events with other members of the team (including drafting and reviewing op-eds, press releases, and other communications materials); and
- Work closely with other Analysts/Advisors to discern next steps for projects to ensure that our work has a measurable impact in communities.

The position will also include other duties as assigned. The Policy Advisor reports to the CEO on matters of importance to the long-term operation of the company, including ensuring that proposals are written and submitted on time and assisting in the hiring of policy analysts, fellows, and interns as appropriate. The Senior Policy Advisor is supported by other members of the Civic team and a team of fellows, and also works with the Research & Executive Assistant to ensure all contracts are fully executed and invoicing coincides with deliverables of projects.

Qualifications and Requirements:

- Bachelor's degree required; Master's degree preferred (concentration in policy, public administration, education or other relevant discipline preferred); 5 years of experience required.
- Strong working knowledge of education policy, with an understanding of youth homelessness and other education-related issues.

- Strong research and writing ability. Business and report writing skills are preferred; familiarity with government and nonprofit enterprises is a plus.
- Strong qualitative and analytic skills. Keen attention to detail and data accuracy.
- Strong interpersonal skills; ability to interact with high-level individuals across a range of organizations.
- Ability and interest in campaign management, including working to grow ongoing campaigns through outreach and fundraising.
- Customer-orientation and sound judgment; ability to consistently demonstrate a professional manner in dealing with individuals at all levels, both internally and externally to the organization.
- Hard-working and good-spirited under pressure and under tight deadlines, juggling multiple competing tasks and prioritizing demands.
- Comfortable with ambiguity, team player and flexible as tasks and priorities shift.
- Strong motivation to learn and contribute to the organization's mission.
- Ability to self start and troubleshoot without supervision; ability to work independently and in teams in a small office environment.
- Mission driven; commitment to strengthening our communities and our country.

Benefits and Salary

Salary for this position is competitive and commensurate with prior experience. Benefits package is included.

Anti-Discrimination Policy and Commitment to Diversity

Civic seeks individuals of all ethnic, racial and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, and hiring individuals who perform at the highest levels.

To apply: Please send cover letter, resume, and a brief writing sample (3 pages max) to Ellie Manspile, Research & Executive Assistant at emanspile@civicenterprises.net. Subject line should read: “**Senior Policy Advisor.**”