



## **Policy and Practice Leader JOB DESCRIPTION**

The Policy and Practice Leader reports to the Executive Director and is responsible for supporting legislative, government agency, foundation, nonprofit, business and community leaders in aligning policies and advancing coordinated strategies that are proven to make progress on shared birth-to-eight measures of success.

This is a new position. Core responsibilities include overseeing the NC Pathways to Grade-Level Reading initiative, working with state-level stakeholders to align policies and strategies to advance shared measures of success and; establishing and leading NCECF's Birth-to-Eight Policy Center. The Policy Center will serve as a source of credible information on birth-to-eight policies for policymakers, business leaders, philanthropists, early childhood professionals, community leaders and others.

### RESPONSIBILITIES

#### **Promote research-based early childhood policy and practices**

- Develop and manage an online platform, marketing strategy and dissemination plan for the work of the Birth-to-Eight Policy Center.
- Monitor, curate, synthesize and disseminate information that promotes policies and practices proven to impact the shared measures of success and interpret early childhood science for policymakers and state leaders.
- Monitor federal and state early childhood policy and analyze the impact on North Carolina.
- Share innovations and lessons learned from communities across North Carolina as well as from other states.
- Manage consultants as part of policy-related grants.

#### **Convene leaders statewide to align action on the success measures.**

- Manage the NC Pathways to Grade-Level Reading work to engage state leaders in an ongoing structured process to align strategies, funding and policies to advance the measures of success.
- Support NCECF's work to collaborate with organizations whose mission advances the Foundation work to efficiently advance efforts to educate and empower North Carolinians to support early childhood investments.

#### **Advance NCECF's mission.**

- Collaborate with NCECF staff to advance the organization's mission, implement its strategic plan and support the NCECF's effort to build its identity through outreach and engagement efforts.
- Seek continued funding for policy center.

Perform other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the early childhood field and a basic understanding of North Carolina's historical and current early childhood context.
- Experience and success in synthesizing and translating complex information for a lay audience.
- Thorough knowledge of principles, practices, and techniques related to designing effective engagement strategies, communication, systems thinking, collaborative decision making, consensus building and meeting facilitation.
- Excellent oral and written communication skills; excellent public presentation skills. Excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy reports. Ability to communicate confidently and effectively on complex issues.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.

## EDUCATION, TRAINING AND EXPERIENCE

*The above skills are typically acquired through:*

- Bachelor's Degree
- Ten or more years of policy analysis or other related experience.
- Five or more years experience in facilitation and collaborative efforts.

*OR* an equivalent combination of training and experience.

Estimated on-the-job training time: Six months.