

## **Job Description**

### **Policy and Program Associate**

The Trust for Learning, a group of grant makers dedicated to providing high-quality, developmental early education for underserved children, is seeking a Policy and Program Associate. Based in Washington, DC this individual works closely with the Senior Director of Policy and Programs to support early learning providers, develop grant programs, and influence policy. The Policy and Program Associate performs a variety of research and analytical tasks as well as some administrative responsibilities.

#### **Specific duties include, but are not limited to:**

- Assist the Director of Policy and Programs in developing proposals and strategic initiatives to influence early education policy.
- Prepare research reports and memos on early education topics as directed.
- Work with the leadership team to identify opportunities to advance TFL's mission and reinforce its policy agenda.
- Work with communications team to propose content and draft monthly newsletter to provider partners.
- Seek answers and solutions to inquiries utilizing research skills and independent judgment in preparing responses.
- Provide administrative support for organization-wide projects.
- Assist members of the leadership team with information gathering and meeting preparation.
- Participate in early learning meetings and events to build knowledge and cultivate relationship in the field.
- Provide research and technical support for existing and future place-based grant initiatives.
- Provide regular literature and media review for related innovations.
- Manage communications with contractors to provide feedback and ensure on-time deliverables.
- Mine opportunities for speaking engagements and partnership development.

#### **Qualifications:**

The ideal candidate is an individual who is intuitive, proactive, self-motivated, and knowledgeable about early education policy and practice. Strong research, writing, and communication skills are a must. The individual should also possess the following skills, qualifications, and experiences:

- A minimum of 2-3 years of professional experience working in an office or school environment, with a wide range of responsibilities.
- Undergraduate degree in a related field; graduate-level degree preferred.
- In-depth knowledge of early childhood education issues. Prior teaching experience a plus.
- Ability to work independently, with minimal supervision, setting priorities to complete multiple projects accurately and on-time.
- Experience writing for public audiences.
- Exceptional interpersonal skills; ability to collaborate and effectively interact with internal team members and external partners.
- Comfort working in a small, fast-paced, non-profit environment.
- Strong analytical, strategic thinking, problem-solving, and decision-making skills.
- Commitment to the Trust for Learning's mission to provide children with the highest quality early learning experiences.
- Sense of humor is essential and a willingness to adapt to changing circumstances and environments a must.

## **To apply:**

Please send your resume, writing sample, and references to [nina@trustforlearning.org](mailto:nina@trustforlearning.org).

This is a full-time position and considered exempt for federal overtime purposes.

## **New Venture Fund Careers**

Trust for Learning is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.