**Director of Policy and External Communications**

**Job Description**

**NVF Project Name:** Trust for Learning - [www.trustforlearning.org](http://www.trustforlearning.org)

**Position:** Director of Policy and External Communications

**Location:** remote, Washington, DC area preferred

**Status:** Full-time (40 hours per week), exempt

**Reports to:** Chief Policy & Strategy Officer | Co-Director

**Travel Expectation:** as needed, up to 15%

**Salary Range:** starting at $90K and commensurate with experience

**Start date:** Flexible for the right candidate, target April, 2024

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**Position Summary**

This position will manage Trust for Learning’s external communications and policy strategies to support, amplify, and promote ideal learning environments for all children. The Director will work collaboratively with a diverse range of stakeholders, including grantee partners, think tanks, and government agencies to support and amplify ideal learning approaches, practices, and policies.

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**Essential Responsibilities and Tasks - Policy (approximately 20 hours/week)**

In collaboration with the Chief Policy and Strategy Officer, The Director will contribute to the development of Trust for Learning’s proactive policy agenda with specific focus on state and federal early learning programs and issues regarding children, birth to age eight:

- Identify opportunities to advance TFL’s policy agenda regarding equitable access, program quality, and educator development.
- Conduct research on state and federal early learning policies to inform decision-making.
- Draft coalition letters and regulatory comments to influence executive and legislative actions.
- Build strong relationships with federal and state policy organizations and leaders to influence systems change.
- Represent TFL at public meetings and conferences to share our theory of change and advance our policy agenda.
- Facilitate policy conversations and prepare programming for members of the [Ideal Learning Roundtable](http://www.trustforlearning.org) and [Ideal Learning Head Start Network](http://www.trustforlearning.org).
- Provide support and technical assistance to grantee partners to equitably expand ideal learning.
Essential Responsibilities and Tasks - External Communications (approximately 20 hours/week)

In collaboration with staff and the Chief Media & Philanthropy Officer Director will lead all aspects of Trust for Learning’s external-facing communications:

- Develop opportunities to increase the impact and visibility of TFL's work with key audiences (thought leaders, community leaders, funders); Oversee the production of TFL's monthly newsletter and develop new vehicles to engage the organization's audiences; track key engagement metrics.
- Build, maintain, and communicate an annual content calendar; project manage key resources to completion and develop promotional strategies to engage key audiences with insights developed by the Trust (e.g., project manage the development of a new report and lead promotion strategy to release the report publicly).
- Serve as lead copywriter and copyeditor for Trust for Learning, ensuring consistency in our voice and alignment with communications and brand guides.
- Manage the organization’s website, including maintaining up to date content and a library of photo and video assets.
- Serve as the main point of contact and contract manager for vendors (graphic designer, website developer, Spanish translator, media partners, etc).
- Pitch Trust for Learning’s experts and partners to media outlets; track media hits.
- Develop and maintain TFL’s social media accounts (LinkedIn and Twitter), posting new content and engaging with stakeholders regarding ideal learning and early childhood systems.

Qualifications (e.g. Education, Experience, Knowledge, Skills and Abilities)

- Excellent writing skills, adaptable to support a range of content from policy memos to LinkedIn posts.
- A minimum of 10 years of professional experience in related fields.
- At least 5 years of experience managing day-to-day communications tasks.
- In-depth knowledge of early childhood education issues, policies, and systems and a personal commitment to Trust for Learning's mission of expanding the highest quality early learning environments (what we call ideal learning environments) experiences to serve all children and families in publicly funded programs prenatal - eight.
- Knowledge of commitment to racial equity issues, particularly in early childhood and philanthropy.
- Experience working with a diverse range of stakeholders to advocate for policy change.
- Knowledge of communications best practices, including web copywriting, strategic content for key audiences, use of imagery and graphics, etc.
- Exceptional interpersonal skills; ability to collaborate and effectively interact with internal team members and external partners.
• Experience managing results-driven projects from start to finish. Ability to take initiative and thrive in a highly collaborative work environment.
• Spanish language proficiency or fluency, a plus.
• Undergraduate degree; graduate degree in a related field preferred.
• Skills in some combination of the following tools/skills a plus: WordPress, Adobe Creative Suite, e.g. Adobe In Design, Hootsuite or social media monitoring tools, Mail Chimp, Canva, G-Suites, Google Analytics, video editing, basic graphic design, video editing.

Work Environment

Trust for Learning is a small, strategic philanthropic partnership with a staff of 7 and a supportive national board of early childhood experts. We also support and work closely with several consultants and dynamic groups of national experts. This is a remote position that requires working from home (with a stipend for phone costs as well as startup bonus to help set up your home office); occasional travel may be required (up to 15%).

Benefits

Our fiscal sponsor, New Venture Fund, offers a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 80 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

How to Apply

Please send a resume, brief personal statement (cover letter, video, or some other creative format), and 2-3 page writing sample (on which you were the primary/sole author) to chrisanne@trustforlearning.org. We will review applications on a rolling basis and encourage applications to be sent by March 15 2023. Please make sure that your personal statement helps us understand how your experience matches with the skills and knowledge we seek.

Trust for Learning is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF 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. NVF’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.

**E-Verify**

NVF participates in E-Verify and will provide the federal government with employees’ Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

**Sign up for Trust for Learning’s newsletter**

If this position is not right for you, but you're interested in learning more, make sure to [sign up for our monthly newsletter](#), where we feature news, grant opportunities, and job openings from our network of ideal learning partners around the U.S.