

**Job Description\***  
**CT Statewide Cradle to Career Policy Director**

**About CT StriveTogether Cradle to Career (C2C) Partnership**

The CT StriveTogether Cradle to Career (C2C) communities are cross-sector, community collaborations that aim to improve educational outcomes for every child, cradle to career, with a focus on racial equity in the cities of Bridgeport, Norwalk, Stamford, and Waterbury. Using a data-driven process that focuses resources on high-impact strategies, our C2C Initiatives have begun to move the needle on what works for kids, and better position children in our communities for a successful future.

**Position Summary**

Hosted by Norwalk ACTS, this grant funded position will work with and support each of the four StriveTogether affiliated partnerships (Bridgeport Prospers, Norwalk ACTS, Stamford Cradle to Career, Waterbury Bridge to Success) and create a coalition among the four communities to align priorities and influence local, state, and federal policies focused on improving equitable outcomes for children in our communities.

**Reports to** CEO, Norwalk ACTS

**Key Responsibilities & Essential Functions**

- Work with partnerships to build a statewide C2C policy agenda on improved public policies impacting children and young people with a focus on addressing racial disparities that affect children and families. Working statewide, and amplifying our local initiatives policy needs, develop and execute a policy agenda and strategy—including the development and execution of an advocacy campaign, coordination of interactions with elected officials, and alignment of partners and community members
  - Develop and lead a core team of thought partners with representation from each of the four communities on the development of the policy agenda and related strategies
  - Develop and execute strategies to build the capacity and capabilities of partner organizations to mobilize advocacy campaigns and influence public policy
- Build relationships and collaborate with a wide variety of leaders and relevant advocacy organizations (education and adjacent sectors) across the state to increase support for effective and equitable policy ideas and elevate the importance of cradle to career, collective impact work
  - Represent C2C partnerships on coalitions and work groups as assigned
- Plan and execute an annual statewide policy event with the goal of sharing information about our work and progress on outcomes with a diverse audience of legislators, local elected officials, local and statewide partners, nonprofit leaders, philanthropists, and more. Event typically attracts 150-200 attendees
- Lead information sharing across partnerships, including facilitating in-person & virtual meetings, written reports, and other methods of communication
- Document and share effective practices across partnerships
- Work with staff from four partnerships to support the development of communications (reports, case studies, press releases, video, social media, etc.) related to this scope of work
- Stay current and provide updates on knowledge of policies impacting our work locally, statewide, and nationally (including ARPA funds)

- Track status of relevant bills in CGA and mobilize timely advocacy efforts
- Attend and/or host community meetings, trainings, and other events as needed
- Work with local partnership staff to facilitate cooperative interactions between community members and policy makers
- Participate in a policy-focused community of practice with other StriveTogether partnerships, share partnership strategy, progress and results regularly with the broader Cradle to Career Network and field through in-person learning sessions, the StriveTogether Partner Portal, blogs, stories, and social media
- Assist in securing financial sustainability of this position from other sources
- Provide reports and information needed related to management of policy grants, including funding from the State of CT

### Essential competencies and qualifications

The requirements listed below are representative of the general knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Bachelor's degree required with at least five (5) or more years of relevant work experience, preferably in field of public policy, community mobilization, community development, education, nonprofit, government, or civic leadership.
- Strong analytical thinking and decision-making skills, including problem anticipation and resolution. Strategically oriented individual who can move ideas to strategies and actions. Ability to work independently, set priorities, and make appropriate decisions with limited direction. Self-motivated, highly dependable, and able to take initiative.
- Previous experience working with state legislature and state departments and agencies strongly preferred as is a successful history getting results through mobilization and/or advocacy.
- Commitment to racial justice with training in DEI expected and demonstrated experience in integrating equity work in previous positions strongly preferred.
- Experience in advocacy, community mobilizing, program development, management, and/or evaluation preferred.
- Ability to support the mission, vision, and values of each CT StriveTogether partnership and abide by applicable standards of conduct, policies, and procedures. Ability to prioritize and balance competing demands across multiple communities.
- Strong relationship building skills and ability to interact effectively with people from diverse backgrounds.
- Excellent communication (verbal and written), public presentation and interpersonal skills. Ability to facilitate collaboration among diverse groups and "translate" vocabulary/jargon across sectors. Ability to quickly process complex information from various data sources and present it clearly and simply.
- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), web-based applications. Salesforce experience strongly preferred.
- Candidates with strong Spanish language skills preferred but not required.
- Legally able to work in the United States and provide information to complete the I-9 form.

**Other Requirements**

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare, and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations and do light lifting (i.e., set-up presentations and displays). Schedule varies based on priorities and time of the year and will require working some evenings and weekends, as needed. Out-of-town travel to conferences will also be required.

**Salary & Benefits**

This is a 37.5 hour a week, exempt, salaried position. The starting salary range is \$70,000-\$80,000, commensurate with experience. This position is eligible for employee benefits that currently includes medical, dental, and vision insurance for employees and dependents as well as competitive paid time off policies. Flexible schedule, including work from home options. Opportunities for travel and professional development. Warm, supportive, and nurturing workplace culture!

**To Apply:** email a pdf of your cover letter that summarizes your relevant experience, resume, and list of three professional references to: [info@norwalkacts.org](mailto:info@norwalkacts.org) with the subject line: *Policy Director – First Last Name*. Applications will be accepted until the position is filled. We will contact you if you are under consideration. Please no phone or email inquiries.

*\*The job description is subject to change as this position evolves. The description reflects assignment of essential functions, it does not restrict tasks that may be assigned.*