



**Job Title:** Policy and Program Manager

**Status:** Full-time

**Salary:** \$55,000-\$65,000; Commensurate with Experience

**Benefits:** Health, dental, vision, life insurance; vacation days; sick days; 401(k) retirement plan; transit benefits (\$100/month); flexible spending account; summer flex hours; and professional development opportunities.

Women Creating Change, formerly the Women's City Club of New York, is an inclusive community that partners with underserved women to develop and strengthen the skills and resources needed to effectively advocate for New York's diverse communities. WCC was founded in 1915 in anticipation of the ratification of the 19th Amendment as a space for women to consider political and societal issues and create change. Early accomplishments include the successful lobbying of Columbia University to admit women to their law school, the opening of the nation's first Maternity Center in 1917, and mobilizing the public to allow women to serve on juries.

In 2018, WCC underwent a comprehensive strategic planning process rooted in extensive community engagement. In early 2019, WCC unveiled a new vision, mission, name, and programmatic focus. Driven by the vision that all women have the power to be changemakers to create a more equitable New York City, WCC engages in meaningful programmatic and policy work to expand opportunities for women from underserved communities to participate in civic processes.

**Position Overview:** Women Creating Change is seeking an energetic, detail-oriented, self-motivated Program and Policy Manager who will, in partnership with the President & CEO, further develop and implement WCC's new programmatic initiative *Civic Matters*. *Civic Matters* is a multi-tiered programmatic approach that offers opportunities for underserved women to:

- learn about civic engagement and why it matters;
- access and use action-oriented tools and resources;
- gain practice & support for using advocacy skills; and
- engage directly in advocacy for themselves.

In addition, the Program and Policy Manager will develop and implement new policy and advocacy campaigns designed to increase civic engagement among underserved women living in New York City.

**Responsibilities Include:**

**Programs:** In collaboration with the President & CEO, further develop and implement WCC's five-step, three-year programmatic initiative *Civic Matters*, in addition to new programs aimed at increasing civic engagement among underserved women living in New York City.

- Further develop and implement WCC's five-step, three-year programmatic initiative *Civic Matters* by identifying partners, managing multiple ongoing projects, determining necessary resources, and overseeing evaluation metrics.
- Build and strengthen strategic partnerships with organizations, partners, and funders to inform, shape, and support WCC's programmatic work.

- Develop and implement new programmatic offerings aimed at increasing civic engagement in New York City.
- Support the CEO in identifying and coordinating additional funding resources to support WCC's programmatic work.
- Work with Board of Directors to identify opportunities for WCC member engagement in *Civic Matters*.
- Prepare public-facing educational and promotion materials, presentations, and grant proposals to support WCC's programmatic work.
- Report to the Board of Directors on progress toward goals and proposed new initiatives.
- Manage a team of interns, fellows, and external team/partners.

**Policy:** In collaboration with the President & CEO, develop policy and advocacy campaigns to support WCC's new programmatic initiative *Civic Matters* and aimed at increasing civic engagement among underserved women living in New York City.

- Develop and implement policy and advocacy campaigns, educational opportunities, and mobilization efforts focused on increasing civic engagement in New York City.
- Further develop and implement a comprehensive plan to ensure an accurate count in the 2020 Census.
- Build and strengthen strategic partnerships with advocates, coalition partners, and community partners to inform and shape WCC's policy and advocacy agenda.
- Work with Board of Directors to identify opportunities for WCC member engagement in the policy and advocacy agenda.
- Keep abreast of the policy and political landscape in New York City and State, ensuring timely responses to current issues.
- Prepare one-pagers, policy briefs, and qualitative research analysis for public-facing educational materials.
- Plan for and facilitate a quarterly meeting for WCC members to engage in the organization's policy work.
- Report to the Board of Directors on progress toward measurable policy and advocacy goals.
- Represent WCC in coalitions, at public hearings and meetings, in task forces, and at conferences.

**Skills, Experience and Abilities:**

- Bachelor's degree required; Master's degree in Public Administration, Policy, Social Work or Nonprofit Management preferred.
- Minimum of three (3) years' experience in non-profit or government policy or program management.
- Highly developed oral, written communication, research, and interpersonal skills.
- Knowledgeable about public policy issues in NYC and/or direct experience in public policy.
- Demonstrated commitment to working on social justice issues—professionally and/or personally.
- Ability to analyze policy from an intersectional lens.
- Comfort and willingness to work alongside individuals and groups with various political and personal backgrounds.
- Successful track record managing complex projects.
- Experience working with Board of Directors, partners, funders preferred.

**To Apply:** Please e-mail your cover letter (that clearly explains why this position at WCCNY is uniquely suited to your talents) and resume to Attn: Program and Policy Manager Search at [employment@wccny.org](mailto:employment@wccny.org). No calls please. You will only be contacted if we are interested in pursuing your candidacy.

WCCNY is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Deadline for applications:** Rolling application process until the position is filled.