



Programs & Policy Manager

Women Creating Change (WCC)

New York City (Hybrid)

ABOUT WOMEN CREATING CHANGE

Women Creating Change (WCC), a 109-year-old non-profit organization previously known as the Women's City Club of New York, is dedicated to advancing the rights of women to shape the future of New York City.

WCC is committed to advancing gender equity, focusing on uplifting women of color, low-income women and gender-expansive individuals in underserved communities. Through leadership development, research and advocacy, we equip women to champion themselves, their families, and their communities.

Our aim is to drive policy change, enhance community conditions, and restructure systems to create a more equitable New York City.

THE OPPORTUNITY

WCC is seeking a passionate and strategic Programs and Policy Manager to play a vital role in advancing our mission of fostering civic engagement among women and gender-expansive individuals. This role is focused on community engagement and developing relationships with NYC community-based organizations, elected representatives, and leaders in local neighborhoods. The Manager will support leadership development initiatives and create opportunities for local women and gender non-expansive individuals to engage in civic activities to affect change in their communities.

POSITION SUMMARY

The Programs and Policy Manager will be responsible for identifying and developing community-based partnerships that create a pipeline for underserved women of color and gender-expansive individuals from NYC to connect with WCC's civic engagement tools, research, and leadership development programs. The ideal candidate will be adept at project management, relationship building, research support, and event planning. They will have a deep passion for civic engagement, gender equity, politics, and policy, and bring 3-5 years of relevant experience to the role.

Key Responsibilities:

Community Engagement: Develop and maintain strong relationships with community-based organizations and local leaders to foster a network of support for WCC's initiatives. Engage with community members to understand their needs and perspectives, and incorporate this feedback into program development. Contribute to increased engagement, expanded offerings and content moderation for WCC's online civic engagement tool, the Civics Matter Hub,

Program Management: Oversee the planning, execution, and evaluation of civic engagement programs, ensuring they meet the needs of the community and align with WCC's mission.

Policy: Conduct policy/budget analysis and assess the effectiveness, efficiency, and equity of public policies. Engage with local policy issues and civic opportunities that impact women and gender-expansive individuals. Manage research projects, draft policy briefs, reports, and presentations.

Government Relations: possess a deep understanding of local and state legislative processes, as well as the ability to build and maintain relationships with key policymakers and stakeholders.

Relationship Building: Cultivate and maintain relationships with key stakeholders, including elected officials, research institutions, government agencies, advocacy groups, community leaders, and partner organizations. Represent WCC at community meetings, events, and other forums to promote our mission and programs.

Research: Collaborate with research partners to manage timelines and projects, review drafts, fact-check, and ensure alignment with WCC's research objectives.

Event Planning & Execution: Plan and execute events, including symposiums and other gatherings, to support the release of WCC's research. Manage all aspects of event planning, including project management, to ensure the success of WCC's public engagements.

Communication: Prepare and deliver presentations to diverse audiences, including community groups, funders, and policymakers. Effectively convey complex information to both technical and non-technical audiences.

Team Collaboration: Work closely with other WCC team members to ensure cohesive and coordinated program and policy efforts.

CANDIDATE PROFILE

Strong candidates will offer:

Passion for Civic Engagement and Gender Equality: A deep commitment to civic engagement, public policy advocacy, and gender equality.

Policy: Experience with electoral/issue campaigns. Ability to conduct public policy/budget analysis. Possess understanding of the legislative process and how policies are made, implemented, and funded. Ability to assess the effectiveness, efficiency, and equity of public policies.

Educational Background: Bachelor's degree in Public Policy, Social Work, Political Science, or a related field.

Professional Experience: 3-5 years of relevant experience in community engagement, program management, and/or policy advocacy.

Technical Skills: Proficiency in MS Office, Google Suite, CRM systems, and project management tools.

Project Management: Strong organizational and project management skills, with the ability to multitask and prioritize effectively. Experience in managing research projects, including planning, resource allocation, and meeting deadlines.

Communication Skills: Exceptional written and verbal communication skills, with the ability to create compelling narratives and deliver impactful messages. Ability to draft policy briefs, reports, and presentations. Strong presentation skills to convey complex information to both technical and non-technical audiences.

Relationship Building: Proven experience in building and maintaining relationships with community-based organizations, policymakers, research institutions, government agencies, advocacy groups, and other stakeholders. Preferred relationships/experiences with low income, LGBTQ+ or women of color serving institutions. Well networked in both State and City executive and legislative chambers.

Creativity and Innovation: A creative thinker and innovator who can proactively identify challenges and actively work to find solutions.

At WCC, we recognize that the best candidates may not always meet every qualification listed in a job description. If you are passionate about our mission and believe you have the skills and experience to thrive in this role, we encourage you to apply even if your background doesn't perfectly match every requirement. We value diverse perspectives and are committed to fostering an inclusive environment where all employees feel empowered to contribute to our work.

BENEFITS

Salary: The salary range for this position is \$65,000 to \$75,000, depending on experience and qualifications.

Benefits: Comprehensive benefits package including health, dental, and vision insurance, retirement plan, and paid time off.

APPLICATION PROCESS

To apply, please email your cover letter (explaining why this position at WCC is uniquely suited to your talents) and resume to Attn: Programs & Policy Manager Search at employment@wccny.org. No calls please. You will only be contacted if we are interested in pursuing your candidacy. Applications will be considered on a rolling basis.

EQUAL OPPORTUNITY EMPLOYER

WCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We highly encourage women, non-binary individuals, Black, Indigenous, Asian, Hispanic, Latinx, low-income, and LGBTQ+ people to apply! Please find our values statement [here](#).