



### Senior Manager of Policy: Education & Content

<b>Reporting to:</b>	Chief Strategy and Operations Officer
<b>Direct Report(s):</b>	Policy & Project Assistant
<b>Job Type:</b>	Monday to Thursday, 32 hours
<b>Location:</b>	Remote

**About [The Policy Circle](#):** The Policy Circle (TPC), a nonpartisan, nonprofit (501c3) organization, informs, equips, and connects women to be more impactful citizens. Through national educational programming and community engagement, we are rebuilding civic trust, improving civic literacy, and boosting civic engagement for a large, diverse community.

### Core Competencies/Values

Strategic	Detail Oriented	Collaborative	Connects the Dots
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### Role Summary

The Senior Manager of Policy is an innovative and disciplined communications and marketing professional passionate about educating American women on policy and driving The Policy Circle's network to action. The successful candidate will have extensive nonprofit experience and high policy acumen. Success will be defined by public and member engagement with briefs, virtual events, increased reach through all channels, and boosted brand awareness.

### Responsibilities include but are not limited to:

- **Policy Brief Oversight and Development:**
  - **Content Strategy** for Member/Public Engagement on Policy Briefs
  - **Brief Creation** - research and write new briefs in line with The Policy Circle's strategic plan, and research the appropriate partners to launch new briefs
  - **Brief Editing** - create a Brief calendar to edit and review all existing briefs to ensure updates to content, links, etc.
  - **Oversee and manage** the Policy & Project Assistant
  - **Policy Content and Public Outreach:**
  - **Tracking Legislation, Politics, SCOTUS** - connecting dots to ensure we are up-to-date and on point with our content approach
  - **Weekly Blog or VLOG posts** - regularly create new blog and VLOG posts to be distributed amongst TPC platforms

# THE POLICY CIRCLE®

- **Represent The Policy Circle at policy conferences**
- **Feed facts, updates, and content to social that is brief-oriented** - oversight to ensure accuracy, tone, and timely updates on news and legislative cycles.
- **Public Outreach and Events:**
  - **Move the Needle Management** - virtual program creation of topics, acquire speakers, develop messaging & conduct interviews as needed or secure TPC staff/leaders to do it
  - **Full Circle Leadership series** - creation of topics, acquisition of speakers, draft questions, conduct interviews, or secure TPC staff to do this. Partner with the Programs team to ensure alignment with leadership development programs
  - **Speaker Salesforce Management** - update speaker tracking and outreach in SF
  - **Share policy insight** with our ASAP leadership network to inform and equip them by strengthening their policy acumen

## What You'll Need

- Passion for and alignment with [The Policy Circle's mission and agreement with Core Values](#)
- 5+ years experience working in policy or government relations; Experience with civic-focused groups, campaigns, women's leadership organizations, elected officials, membership models, think tanks, or public policy is preferred.
- Ability to read, comprehend, and synthesize written materials, especially those related to the legislative process, economic trends, and public policy
- 4+ years policy, editing, and research work is required
- 3+ years experience managing a team or vendors is preferred
- Excellent writing skills with a demonstrated proficiency in grammar, proofreading, and AP Style
- Proven project management skills with knowledge of project management tools
- Virtual event programming and delivery experience
- Strong knowledge of and passion for current trends in digital and social media marketing and communications
- Self-motivated and able to work independently to prioritize competing tasks, accomplish objectives, and meet deadlines
- Proficiency with Google Suite, Constant Contact, and Wordpress
- Knowledge of and experience using design and creative software including the Adobe Creative Suite, Canva, and others