Consultant Job Description

Position: Federal Policy Advisor
Location: Washington, D.C./California
Status: Contractor/Consultant
Term: June-December 2021
Reports to: Executive Director

Early Edge California is currently seeking a Federal Policy Advisor with strong relationships in Washington, D.C. and a working knowledge of California state policy to play a key role in establishing and executing Early Edge's advocacy priorities at the federal level, specifically in Early Childhood.

Responsibilities
- Support the Early Edge team on crafting and implementing a federal policy agenda for the funding and infrastructure of a high-quality Early Learning and Care system
- Represent Early Edge to the Executive Branch and Congress, including by building relationships, meeting with key officials, legislators, and staff, gathering information, and advancing our strategic and policy goals. This role will serve as the organization's liaison to the Biden-Harris administration in addition to assisting with congressional outreach.
- Advocate with administration officials and Congress to build support for the universalization of Pre-Kindergarten and policies that support the Early Learning workforce and Dual Language Learners.
- Track and analyze federal legislation affecting early education and child care nationally and make recommended bill and policy positions to the Executive Director.
- Organize briefings and other events that educate lawmakers, the public, and the media about early education and child care and represent Early Edge with stakeholders and policymakers.
- Support the executive team and staff in developing and implementing effective legislative, administrative, and political strategies and advocacy campaigns.
- Research issues and draft testimony, presentations, policy briefs, reports, research memos, fact sheets, and other supportive materials that clearly and concisely describe complex policy options to policymakers and practitioners.
- Recruit key officials and policymakers to attend Early Edge events and help grow its national partner network.
- Support on other policy projects as needed

Qualifications
- Experience as a senior staffer or lobbyist on Capitol Hill or in the Executive Branch.
- Deep understanding of the inner workings of the Executive Branch and Capitol Hill, agency and congressional procedure, and politics.
- Successful track record of building relationships and working with both parties.

- Understanding of state, federal, and local policymaking and the role of advocacy in advancing a policy agenda.
- Experience in, or knowledge of, the California legislative process, policymaking, and advocacy.
- Creative, self-motivated, and a strong communicator capable of handling competing priorities, working collaboratively with teams across the organization and responding effectively to requests for information and technical assistance.
- Strong communications skills, including speaking, presenting, writing, listening, and ability to concisely distill and present complex information.
- Content knowledge of Early Childhood Education in higher education, training, and professional development systems and Dual Language Learners preferred.
- Bachelor's Degree, Master's Degree preferred.
- Based in Washington DC preferred.

To apply, please send a resume and cover letter to jobs@earlyedgecalifornia.org.

About Early Edge

Early Edge California is a statewide policy and advocacy organization that works collaboratively to promote policy reforms and investments in California's early learning system that will expand access and support for high-quality teaching and caregiving for all children from birth to age 8. Our goal is to advance quality early education so children can be happy, healthy, engaged learners by their first day of school and every day after. We collaborate with thought leaders to advocate for high-quality teaching for our youngest children, especially those most in need.

Since 2003, we've successfully advocated for groundbreaking early childhood policies, from creating Transitional Kindergarten to securing the funding necessary to improve early learning programs throughout the state. Early Edge's priority is to ensure that the early childhood workforce has the knowledge and skills necessary to provide high-quality, developmentally-appropriate care and instruction to our state's youngest residents. Our focus is on improving the preparation, support, and compensation for the workforce and building its capacity to support children's dual-language development.

For more information on Early Edge, please visit https://earlyedgecalifornia.org/and for more information on New Venture Fund, please visit www.newventurefund.org.

<u>**Hiring Statement**</u>
Early Edge California 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. *Women and people of color are strongly encouraged to apply.* 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.