

## Policy and Campaign Manager

The National Academy of Social Insurance, founded in 1986, is a not-for-profit, nonpartisan membership organization made up of the nation's leading experts on social insurance. Our mission is to advance solutions to challenges facing the nation, by increasing public understanding of how social insurance contributes to economic security and a thriving democracy.

**OVERVIEW:** The Academy is hiring a half-time **Policy and Campaign Manager** to join its policy team (with the potential to move to full-time within six to twelve months). The Policy and Campaign Manager will be an integral part of the Academy's policy team, working closely with the Policy Director to execute several key initiatives. S/he will: manage major Academy projects as needed; design, draft, and/or edit reports, briefs, and other products; collaborate with Academy Members on this work; and present at meetings, conferences, and to the media. The ideal candidate is a savvy self-starter possessing experience with policy research, as well as strong communication and organizational skills, creativity, confidence, commitment to teamwork, and attention to detail. The candidate's knowledge of, and direct involvement with, national, state, and local advocacy and grass roots organizations in the social and racial justice space is a plus.

REPORTS TO: Director of Policy

TERMS OF EMPLOYMENT: Part-time, exempt. Based in Washington, DC or working remotely within the continental U.S. with travel to DC, as needed.

BARGAINING UNIT STATUS: This is a bargaining unit position.

**COMPENSATION:** Salary is commensurate with qualifications and experience. The Academy offers an excellent benefits package, which includes: 100% employer-paid health insurance options, including dental and vision coverage, retirement; life and long-term disability insurance; Employee Assistance Program; paid vacation, sick, and family leave; and generous holiday schedules.

### RESPONSIBILITIES

- **Manage key policy initiatives including: (85%)**
  - **COVID-19 Task Force (Policy Translation Working Group):** Launched in 2020 with an Epidemiology Working Group (Phase I), the Academy's COVID-19 Task Force is now in Phase II, which is anchored by a Policy Translation Working Group. The Policy Translation Working Group is examining the impacts and policy implications of the COVID-19 pandemic on social insurance programs. Managing this Task Force includes:
    - Work with the chairs of the income and health policy subgroups and the Principal Investigator (PI) to shape the agenda for meetings, organize meetings and correspond with Task Force Working Group members, take and share notes from those meetings
    - Follow up as needed to identify and access relevant research studies, assemble data, and provide literature reviews
    - Lead outreach and engagement efforts with advocacy partners and stakeholder groups
    - Provide support for the PI in drafting the final report, and taking the lead on producing an advocacy toolkit
  - **Universal Family Care (UFC):** Building on the Academy's work in this area, the Policy Manager may:
    - Draft and edit reports and/or briefs/fact sheets/infographics

- Present at Academy or other events
- Talk with reporters about UFC and other caregiving policy areas
- Organize and execute webinars
- **Pathways to Economic Security Campaign:**
  - Work with Policy Director to develop high-level strategy for campaign, including priority stakeholders to engage, messaging, product development, and related activities.
  - Work with Policy Team to identify products and activities from all four current major policy projects – Economic Security Study Panel, Unemployment Insurance Task Force, Older Workers’ Retirement Security Task Force, and COVID-19 Task Force – to feed campaign.
    - ❖ Collaborate with External Relations (ER)/Communications team as relevant on drafting, editing, and related activities.
- **Presentations/public appearances/ER and comms collaboration: (10%)**
  - Present on Academy’s behalf at conferences, seminars, other events hosted by allies and other organizations on Pathways to Economic Security campaign, and social insurance more broadly
  - Identify, pursue, and execute media outreach opportunities, in collaboration with the ER team
  - Work with ER and comms teams as needed to maintain new website with fresh content
- **Generating new projects: (5%)** Collaborate with Policy Team to surface new project ideas, align with Academy’s mission, campaign, and fundraising goals

## QUALIFICATIONS

The ideal candidate will have:

- 5-7 years of experience in the non-profit sector, federal and/or state policymaking, or a combination of those; a Masters’ degree in public policy, public administration, or the equivalent is preferred
- A commitment to social insurance and understanding of its critical role in protecting democracy and enabling a smoothly functioning economy
- A passion for advancing policy changes that improve racial, ethnic, gender, and socioeconomic equity
- Experience working on and/or managing policy/advocacy campaigns
- Capacity to juggle multiple tasks and the flexibility to adapt as needed to new circumstances
- Proven track record of mentoring junior staff and enjoying that aspect of work

**To apply:** Send cover letter, resume, and three references to:

- [nasi@nasi.org](mailto:nasi@nasi.org), ATTN: **Policy Manager Search**
- No phone calls please.

*The National Academy of Social Insurance is an equal opportunity employer. Persons from communities of color and persons with disabilities are encouraged to apply.*