



**POSITION:** Senior Manager, Policy and Advocacy  
**REPORTS TO:** CEO  
**FLSA STATUS:** Exempt

### **Background**

Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment (TE) has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 60 and a \$6 million annual budget and is growing. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers.

### **Summary:**

Key leadership position with the goal of translating learnings from TE's direct service operations into a policy and systems change agenda dedicated to promoting equitable and comprehensive career pathways and inclusive economic growth strategies; focus includes criminal justice reform to create more opportunity for those with records and strategies to reduce the impact of systemic racism on Black and Brown career seekers.

### **Key Functions:**

- Responsible for developing policy positions, gaining consensus, developing and implementing associated workplans; Liaise with program departments to identify key issues impacting TE participants; Draft position papers or testimony as needed;
- Work closely with TE alumni coordinator to identify alumni interested in providing testimony about their lived experiences and support leadership development programming to build social capital
- Build and maintain relationships with elected officials, their representatives and staff, as well as Governor's Office of Workforce Development and state agency staff; educate legislators and other policymakers regarding the scope and impact of Towards Employment programming and workforce best practices generally
- Strengthen community awareness of key systemic challenges impacting our participants
- Continually research and stay on top of emerging trends, opportunities, and technologies that are or may be relevant to TE's strategic goals and the workforce systems improvement field in general; prepare case studies or responses to media requests related to policy and systems change work.
- Represent TE in community forums, workgroups, and/or committees where the voice of our graduates can make a difference in determining policy, new programming and/or investments
- Staff the TE Board Policy Committee,
- Provide leadership to the NEO Workforce Coalition, coordinate with leadership of the Ohio Workforce Coalition (OWC); represent TE on the OWC Executive committee and liaise with national partners like the National Skills Coalition.

## QUALIFICATIONS:

- Bachelor's degree in Urban Studies, public policy, communications, social work OR at least five years of experience in workforce development, community economic development, public affairs or policy related positions. Understanding of programming required to help low income community residents achieve economic mobility a plus.
- Demonstrated networking and coalition building skills.
- Demonstrated understanding of key local, state or national policy issues that impact TE participants and graduates, and that create opportunities or challenges to TE's ability to achieve its mission; ability to track legislation, prepare briefings for varied audiences; prepare members of TE leadership (staff and Board) and alumni to participate in public forums as appropriate.
- Outstanding written and verbal communications skills for success with varied stakeholders; Ability to take complex information and present in succinct and compelling formats.
- Demonstrated ability to work with people from diverse cultural, socioeconomic, racial and educational backgrounds.
- Team player with a sense of humor and the ability to exercise good judgment in a rapidly changing – and sometimes stressful – environment.
- Knowledge of project management processes; proven ability to manage people and programs to accomplish outcomes within given timeframe and budget.
- Strong attention to detail and strong organizational, time management and problem solving skills.
- Demonstrated passion for social change and Commitment to Towards Employment mission and values.
- Proficiency with computers including Microsoft Office, PowerPoint, Excel, Outlook a must.

## Competencies

Success in this position also requires:

- **Continuous Improvement** – Committed to learning, development, assessment, and measurement to continuously improve.
- **Coaching Capacity** – Ability to provide guidance and to support the advancement of others.
- **Managerial Courage** – Actively engages in the thought leadership of the organization; seeks information, expresses informed opinions and respectfully challenges status quo; provides feedback to others; takes action to the betterment of the organization.
- **Team Builder** – Leads others through collaboration, influence and managerial strength.
- **Social Justice Advocate** – Passionate about promoting racial equity and inclusion at personal, organizational and systems level.

EEOC

Interested candidates should submit a letter of interest, resume and salary expectations to:  
hr@towardsemployment.org