POSITION DESCRIPTION

JOB TITLE: Associate, Philanthropy Advocates  STATUS: Exempt
REPORTS TO: Deputy Director, Philanthropy Advocates  HOURS: Full Time
DATE: June 2021  DEPT: Educate Texas

Educate Texas Vision
All Texas students, especially African-American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.

Educate Texas Mission
As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

Educate Texas Values
Equity, Collaboration, Integrity, Impact, Learning

Philanthropy Advocates, a collaboration with Educate Texas, is a geographically and politically diverse consortium of more than 55 private, corporate, and community foundations working together to promote, protect, and improve public education in Texas. Philanthropy Advocates was formed to serve as a focal point for empowering and organizing philanthropic efforts around education and is the largest grantmaker policy collaborative in the nation.

Summary
The Associate, Philanthropy Advocates will work with and report to the Deputy Director, Philanthropy Advocates to advance policy and advocacy goals to improve educational outcomes in Texas. The Associate will implement membership and policy initiatives, including analyzing and developing policy and advocacy materials, coordinating meetings and events with members and legislators, and developing and executing communications. The Associate will work as part of an integrated team across the Educate Texas and Communities Foundation of Texas team in the development, implementation, and monitoring of the policy and advocacy portfolio, as well as the stated goals of Philanthropy Advocates. The position is in Austin, TX and the successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel up to 15%.

Key Responsibilities
Policy
• Support coordination of policy work, including analysis of policy materials and monitoring legislative and regulatory activity
• Assist with developing policy deliverables through writing and editing
• Assist in the coordination of programs and member engagement strategies for Philanthropy Advocates members and prospects

Communications & Events
• Support communications strategies and implementation, including drafting and editing newsletters, website and social media content
Monitor relevant news surrounding Texas education, politics/policy, and grantmaking education news as it pertains to Educate Texas and the policy and advocacy agenda
- Help build and support a robust database of contacts and activities
- Assist with event planning for various policy and program briefings, conferences, and forums
- Prepare materials for presentations and Philanthropy Advocates events
- Participate in appropriate relationship building events

Administrative
- Schedule meetings, take notes, and circulate materials for internal and external meetings
- Manage database entry
- Support compliance with finance and development teams
- Contribute to Philanthropy Advocates evaluation processes
- Other tasks as necessary to support Educate Texas policy team

Qualifications
- Bachelor’s degree in education, public policy, applied social sciences, communications, or related field
- 2+ years of policy and/or education-related experience
- Experience in the Texas Legislature or related institution strongly preferred

Skills & Requirements
- Demonstrated skill in oral and written communication, including the ability to communicate complex policy ideas into practical and accessible language for diverse audiences using Microsoft Word, Excel, and PowerPoint
- Demonstrated record of effective project management skills and attention to details, including establishing outcomes and tracking progress with periodic job and task ambiguity
- Familiarity with Texas’ public education and public policy environment
- Mindset of self-reflection and continuous improvement
- Exhibit a high degree of professionalism, business judgment, tact, and diplomacy
- Demonstrated ability to work effectively and build relationships with diverse stakeholders
- Must be able to work collaboratively with teammates
- Experience with event planning preferred
- Intermediate to Advanced Spanish language fluency preferred
- Valid state issued driver’s license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If you are interested in this position, please send your cover letter, resume and salary requirements to: careers@cftexas.org