Position Title: Early Childhood Policy Director

Position Summary
PCCY is a regional policy/advocacy organization devoted to improving the lives and life chances of children by defining and building public will behind policies that increase opportunity and address educational and health inequities, racism, structural barriers to upward mobility and family instability. We have a forty year track record of success and a highly effective to which we are seeking to add another talented and passionate leader who brings a strong understanding of policy development, a track record of successfully educating/influencing public and elected officials, and a substantial knowledge of current policy opportunities that have promise to increase access and quality among to the continuum of essential early childhood programs and services including child care, Pre-K, home visiting, and early intervention.

Key Duties
PCCY is dedicated to expanding access to high quality Pre-K and infant/toddler care for children in southeastern Pennsylvania by building support and motivating action by elected and appointed policymakers. We play a leadership role in two coalitions focused on this cause statewide and we lead a myriad of efforts in Philadelphia focused on early childhood program access and quality for children in the city and across the southeastern Pennsylvania five counties.

The Early Childhood Policy Director serves as PCCY’s lead representative to the governing body of the statewide coalitions and as needed steps in as the convenor for policy/advocacy efforts to address critical issues facing the Philadelphia, or partner county eco-systems of early learning programs. In these roles, the PCCY Early Childhood Policy Director is expected to build strong relationships with partners, add value to policy and strategy development and responsibly carryout PCCY’s leadership responsibilities to these coalitions and local efforts.

Specifically, our Coalition and local responsibilities require this Policy Director to be a content expert able to respond to inquiries and brief key stakeholders, recruiting and training advocates, creating public events or other vehicles to engage elected officials in conversations about the policy issues, drafting briefs and reports to make the case for change, facilitating discussions with partners to identify policy solutions and methods for getting the solutions enacted, talking with reporters and preparing materials for traditional and social media dissemination, analyzing data and activity tracking for grant reporting.
Qualifications

- Experience working in partnership with organizations to achieve policy/advocacy outcomes at a state or federal level
- Commitment to working to building support for policies among Democrats and Republicans and first-hand experience building and implementing strategies to build bi-partisan support on an issue.
- Confidence and a high level of comfort educating and engaging new stakeholders including business, civic and parent leaders and early childhood advocates
- Strong knowledge of myriad of strategies that can be deployed to advance the adoption of new public policies in a legislative or administrative context
- Content knowledge of the opportunities and issues in the early childhood sector and/early child development
- Proven written and oral communication skills, data analysis and experience making public presentations
- Track record of effective working with and engaging direct service providers and parents
- Experience supervising staff engaged in policy/advocacy campaigns

Position description

- Serve as PCCY’s lead for statewide campaign policy and strategy development to expand funding so that more families can access to high quality Pre-K and infant/toddler care
- Provide a leadership role in policy discussions focused on improving quality and ensure that that resources are equitably allocated with respect to need, race, and geography
- Support and expand the stakeholder engagement by preparing meeting summaries, preparing policy proposals for discussion, supporting efforts to get to consensus on key documents and convening subcommittees, as necessary.
- Lead the development and implementation of the strategy to build legislative support behind our proposed policies by lawmakers elected to represent southeastern Pennsylvania.
- Serve as the lead for Philadelphia specific policy and advocacy efforts focused on Pre-K, child care quality and to the extent possible early intervention
- Conduct outreach to recruit and train providers, parents and other key stakeholders including business leaders to expand the base of support for increased public investment in high quality child care and Pre-K.
- Annually update key local indicators of access, equity, and quality for ECE stakeholders
- Connect key regional stakeholders to the policy agenda setting process as well as well the public engagement processes to build the will for adoption of the agenda.
- Write compelling outreach materials, commentaries for publications and blogposts to keep stakeholders motivated and engaged.
• Prepare the background documents for policymakers regarding agenda and localize the information effectively to ensure lawmaker interest in the issue and willingness to support the agenda.
• Supervise at least two staff who are charged with outreach and education on early childhood issues in the counties outside of Philadelphia.
• Collaborate with one colleague involved in connecting child care providers with candidates for public office with the goal of persuading candidates to make early childhood care a priority for their campaigns.
• Support PCCY development efforts by assisting Development staff with early childhood education related grant applications and reports to funders
• Support PCCY communication efforts by preparing short articles and blog posts
• Recruit and supervise interns who assist with infant/toddler research and outreach
• Track PCCY engagement and early childhood campaign related activities
• Manage ECE-related subcontracts and ensure documents are accurate and well maintained for auditing and reporting purposes.

Other duties as assigned
• Attend and present information at PCCY board meetings and subcommittee meetings as requested
• Assist with PCCY outreach events which may be during evening or weekends
• Attend and participate in staff meetings and staff committees
• Actively support PCCY fundraising efforts
• Actively support PCCY’s social media and communications campaigns

Important skills
• Ability to work independently and with others
• Consensus building skills and large group facilitation experience
• Works well under pressure
• Detail oriented
• Ability to prioritize and manage multiple projects
• Ability to collect, interpret and simplify large datasets
• Very strong written and oral communication skills and comfort making public presentations
• Ability to travel to communities across the region and to Harrisburg
• Proficient in excel and social media platforms

Reports To: Executive Director

Salary Range: $75,000 to $90,000 depending on experience

Apply: Resume and cover letter to info@pccy.org