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www.pacca.org

Advocacy Manager

Position Summary

The Advocacy Manager supports the Pennsylvania Child Care Association's (PACCA) mission to advance a fully-funded Early Care and Education (ECE) system, ensuring all families can access affordable, high-quality care and a well-compensated ECE workforce. The Advocacy Manager serves as the principal staff for grassroots advocacy efforts of PACCA and is responsible for grassroots engagement and volunteer recruitment in support of the Association's state and federal public policy priorities. The Advocacy Manager's fundamental role is to work with and through advocates to strengthen the Association's overarching relationships with Pennsylvania's state and federal policymakers and their in-state staff. The Advocacy Manager reports to the Executive Director.

Responsibilities

Essential functions and responsibilities include, but are not limited to:

- With guidance from the Executive Director, plan and implement all grassroots advocacy activities required to engage state and federal officials.
- Recruit, train, and facilitate efforts of advocates, including PACCA's Regional Ambassadors and their local contacts with bipartisan members of Congress and state legislators.
- Develop and maintain a goal of one volunteer Champion per member of Congress and two local volunteer Champions for targeted state legislators.
- Manage year-round state policy grassroots advocacy activities, including office visits and electronic correspondence.
- Mobilize advocates on state and federal issues in coordination with advocacy partners, ensuring timely and effective responses by advocates to new developments and emerging issues.
- Work with advocates to promote and coordinate the Association's federal and state policy priorities in earned and social media by creating and disseminating advocacy-related content, including newsletters, action alerts, and social media campaigns.
- In consultation with the Executive Director and the TEACH Early Childhood® Scholarship Director, plan for Early Childhood Workforce Advocacy Day at the state capitol, recruit and train volunteer advocates, and coordinate their engagement among other events.
- Plan, implement, and support town halls, state capitol visits, visibility, and other community events with state and federal officials.
- Represent the PACCA at public forums, conferences, state task forces, government agencies, etc. on public policy issues as needed.
- Maintain comprehensive and accurate records on activities of the advocacy team, including tracking and reporting on legislative outcomes, advocacy activities, and progress toward policy goals.

Qualifications

- Bachelor's degree required.
- 5 to 7 years experience working in grassroots advocacy, volunteer management, or community organizing, preferably with non-profit organizations.

Knowledge, Skills And Abilities

- Political or issue advocacy campaign experience desired.
- Current contacts within the state government and the locally based staff of the federal congressional delegation are a plus.
- Have strong and extensive experience in volunteer recruitment, management, and/or working with volunteers.
- Experienced in coalition building and have an understanding and background in community organizing.
- Have the ability to work effectively with diverse populations with a high level of integrity, diplomacy, and initiative.
- Familiarity with early care and education, including child care and pre-k.
- Demonstrate the ability to anticipate, identify, organize, and analyze public policy opportunities.
- Possess excellent written and oral communication skills.
- Detail-oriented, adaptable, organized, and able to successfully manage multiple projects and tasks.
- Proven self-starter with excellent judgment and careful attention to detail.
- Ability to work effectively with diverse populations with a high level of integrity, diplomacy, and initiative.
- Must possess a valid driver's license, good driving record, access to a reliable vehicle, and proof of automobile insurance.
- Ability and willingness to travel across the state (up to 50%), including occasional evenings, weekends, and overnight. Travel throughout PA, but primary travel will be in Central PA (south and north).

Title: Advocacy Manager

Position Location: Lemoyne (Harrisburg), PA

Full time/Exempt: Based on 37.5 hours per week/75 hours per pay period

Position Classification: 7 -- \$63,000-\$70,000

Reports To: Executive Director

Benefits

- **Hybrid Work Schedule is available**
- **Simple IRA Retirement plan**
- **Paid Time Off:** 13 holidays, annual leave, personal leave, sick leave
- **Health Benefits:** Health insurance, pharmacy, vision, and dental. Health Insurance: Highmark PPO (Health, Pharmacy, Vision), United Concordia (Dental). PACCA pays 85% of the premium with a matching 15% co-payment of the premium paid by the employees through payroll deduction.
- **Health Resource Arrangement**
- **Life Insurance**
- **Free on-site, covered parking**

How to Apply:

Interested candidates should submit:

- Cover letter
- Resume
- Writing sample (preferably a policy-related document) t

To: info@pacca.org. **Subject line:** Advocacy Manager

Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.