



ROLE: Policy and Communications Manager

LOCATION: Washington, DC

START DATE: Immediately

REPORTS TO: Director

WHO WE ARE

Democrats for Education Reform (DFER) is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

DFER partner organization **Education Reform Now** is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

ROLE OVERVIEW

We are seeking a Policy and Communications Manager to provide critical support in policy and communications development. This role is ideal for someone who is a team player and thrives in an entrepreneurial, flexible, and occasionally high-intensity environment.

WHAT WE DO

1. **Support for Progressive Education Leaders** — In an approach that is markedly different from our peers and partners in the field, DFER DC engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our affiliate organization Education Reform Now DC's work involves policy research, analysis, and education that helps policymakers at all levels understand complex education issues and make informed decisions.
2. **Inform the Education Debate in DC** — We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.
3. **Target Interventions and Rapid Response** — DFER DC's breadth and depth of reach from Advisory Neighborhood Commissions to Ward-based education councils to DC State Board of Education members and DC Councilmembers enable us to respond quickly to the changing landscape and policy trends. Activities vary significantly from project to project and may include training, policy



analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

KEY RESPONSIBILITIES

- Draft all external communications, including press releases, statements, speeches, policy briefs, and op-eds.
- Acts as the media liaison.
- Serve as community manager and content creator for all social media accounts.
- Monitor education-related policy changes and proposals across all local agencies, DC Council, and DC State Board of Education.
- Represent the organization and our policy interests in meetings with relevant governing agencies and education coalitions.
- Monitor media from and about elected officials and candidates that support and oppose the policy goals of our organization
- Ability to manage competing priorities and respond to rapid-response demands.
- Produces and distributes monthly e-newsletter(s); builds and maintains email listserv across stakeholder groups
- Analyze and report on the policy and political implications of meetings of governing agencies and reform coalitions.
- Draft research briefs and provide analysis for external and internal parties, e.g. government officials and other staff.
- Establish and cultivate working relationships with key policymakers and staffers at relevant government agencies
- Help execute all events.
- Perform administrative tasks as needed.

QUALIFICATIONS

- Must be a DC resident
- A minimum of two years communications experience
- Demonstrated experience pitching to media
- Relationships with DC media preferred but not required
- Excellent communication skills, both verbal and written
- Strong research and analysis skills
- Understands DC's complex public education system
- Bachelor's degree in communications, journalism, or a related field, with an interest in education or public policy preferred but not required
- Track record of successful project management



- Ability to establish and maintain effective working relationships with government officials & their staff
- Willingness to be flexible in an entrepreneurial and intense work environment
- Passion for DFER DC's mission

COMPENSATION

The salary for this position is competitive and depends on prior experience. A comprehensive benefits package is included.

COMMITMENT TO DIVERSITY

Democrats for Education Reform DC welcomes applications from all and strongly encourages women, people of color, people with different abilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing our organization's diversity and recruiting a team that reflects the diversity of DC students.

HOW TO APPLY

Email the DFER DC Director, Jessica Giles, at hr@dfer.org with a resume and a cover letter explaining why you are an ideal candidate for this position.