



ROLE: Policy Manager, New York  
LOCATION: New York (currently remote)  
START DATE: Summer 2023  
REPORTS TO: Executive Director, New York

### **ROLE OVERVIEW**

Democrats for Education Reform-New York (DFER NY) seeks a Policy Manager dedicated to ensuring that all children thrive in public school, with a particular focus on low-income students, students of color, English learners, and students with disabilities. In this role, you will bring your passion for equity to provide support to the NY Executive Director, particularly in the areas of policy research, analysis, and advocacy, and fundraising. This role is ideal for someone who thrives in an entrepreneurial, flexible, autonomous, and occasionally high-intensity environment.

### **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 schools.

DFER partner Education Reform Now Advocacy (ERNA) is an advocacy group that advances education reform measures through empowering community leaders to support our political advocacy work. ERNA campaigns for and partners with elected leaders to champion high-quality public education.

DFER partner Education Reform Now (ERN) is a nonpartisan think tank that promotes increased resources and innovative reforms in public education, particularly for students of color, students from low-income families, English learners, and students with disabilities.

### **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 engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our partner organization, Education Reform Now, does work that involves policy research, analysis and education that helps policy

makers at all levels understand complex education issues and make informed decisions.

2. Informing the Education Debate — Our coalition work reflects the breadth of our policy priorities. We work collaboratively with organizations and our community networks to create public schools that are held accountable to all kids and families.

3. Targeted Interventions and Rapid Response — DFER's reach from the most local district relationships to state and federal policymakers enables 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**

### Policy & Communications

- Maintain expertise in education policy and proposed policy changes in the state's legislature and executive branch as well as in local communities; stay abreast of education policy changes at the federal level and in other states to the extent they inform New York policy.
- Use evidence-based models and working with other key stakeholders, helping to map out key policy priorities.
- Draft legislative agenda and public facing policy related documents to drive the organization's legislative priorities.
- Research and draft policy briefs, analysis, and other materials for external parties, e.g. government officials, supporters, and partners.
- Support DFER New York lobbyists as needed (e.g., procure data, research legislative history, testify, etc.).
- Work with our communications consultant to draft op-eds, letters to the editor, speeches, and other communications materials.

### Relationship Building and Research

- Build and cultivate relationships with coalition partners and progressive entities.
- Build and cultivate relationships with elected officials and their staff.
- Work with our lobbyist to track legislative bills and create a system to manage bill tracking succinctly.
- Attending external meetings with policy working groups and coalition partners. Assisting in expanding partnerships with external stakeholders

### Organizational Support

- Provide fundraising support, e.g., drafting grant proposals and reports, assisting with donor communications, conducting donor research, event planning.
- Assist in developing and implementing a strategy to engage and manage local stakeholders

- Work with coalition members and partners to plan and execute joint events as needed.

## **QUALIFICATIONS**

- Bachelor's degree required
- Passion for DFER's mission and vision including a commitment to diversity, equity and inclusion
- Excellent communication skills, both verbal and written
- Strong research and analysis skills
- Knowledge of New York education policy highly desirable
- Ability to develop and maintain effective external relationships, including with government officials, candidates, and their staff
- Track record of successful project management
- Ability to think strategically, critically, and creatively
- Willingness to be flexible in an entrepreneurial and sometimes intense work environment
- Ability to thrive with a diverse group of stakeholders
- A positive, "can do" attitude, excellent interpersonal skills, and a sense of humor
- Occasional travel throughout New York City and State will be required.

Compensation: Competitive salary between \$78,730 and \$82,200. DFER is proud to offer excellent benefits: cell phone reimbursement, health, vision, and dental coverage; flexible spending plan; life insurance; short-and long-term disability insurance; 401K plan with a match plan; flexible spending/benefits plan; paid family leave; paid time off (sick time; all National holidays; a week off around the winter holidays) and paid vacation.

Commitment to Diversity: DFER welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees, and LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of students living in communities we serve.

How to Apply: Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested applicants can [apply here](#). References will be requested in a later stage of the selection process.