



## **Infant-Toddler Policy Manager**

(Full-time, Exempt)

GEEARS: Georgia Early Education Alliance for Ready Students seeks an Infant-Toddler Policy Manager to support the organization's policy and advocacy initiatives affecting young children and families. The Policy Manager will help develop and advance an infant and toddler focused policy agenda with our community partners, local, state and federal agencies and governments, and with funders. The Policy manager will strengthen our coalition work, collaborate with stakeholders, manage special events and produce materials to support GEEARS' efforts to advance policy that promotes positive outcomes for infants and toddlers in Georgia.

The Organization: GEEARS: Georgia Early Education Alliance for Ready Students works throughout Georgia to improve public policy, increase public awareness, conduct and interpret research, and lead a movement to support high-quality early education and healthy development for children birth to five. Our vision is that by 2020, every child in Georgia will enter kindergarten prepared to succeed and on a path to read to learn by the end of the third grade. GEEARS' offices are in the Buckhead area of Atlanta, Georgia. For more information, visit [www.geears.org](http://www.geears.org).

### Responsibilities of the Infant-Toddler Policy Manager

1. Conduct research and analyze data to inform development of an infant-toddler policy agenda
2. Organize and facilitate statewide listening sessions on infant-toddler issues
3. Plan and support speaker events around the state
4. Attend and participate in meetings, events, and hearings and report findings to the team
5. Serve as coordinator and key staff support for Georgia Infant-Toddler Coalition.
6. Collaborate with the Communications Team to produce content (e.g., fact sheets, policy statements, promotional material, reports, presentations) as needed
7. Collaborate with state and national partners and stakeholders to achieve GEEARS' infant-toddler policy goals
8. Actively seek and engage in opportunities with the nonprofit, business, and legislative communities to advance the issues of young children and families
9. Effectively and accurately track and report progress on project success

Qualifications: The ideal candidate must be a self-starter who brings creativity and vision to the task and takes initiative in seeking information from state agencies, nonprofit partners, and state and national associations. Candidate should possess the following:

### REQUIRED SKILLS AND ATTRIBUTES:

- Bachelor's degree required, public policy or related field preferred
- Familiarity with infant-toddler policy issues, including but not limited to: childcare quality and affordability, infant-toddler mental health, and access to developmental screenings

- Experience working with a variety of stakeholders, including state agencies, teachers and parents, nonprofit partners, and policy makers
- Advocacy experience and fluency with legislative process
- Excellent organizational and project management skills, using flowcharts, spreadsheets, timelines, etc., that can be shared with partners and senior staff
- Strong written and verbal communications skills
- Ability to accurately research ,analyze and summarize data and policies
- Proficiency with the Microsoft Office Suite
- Ability to professionally represent the organization to external stakeholders
- Strong team player with collaborative and flexible work style

This is a full-time, grant-funded position, reporting to the Director of Policy & Innovation Strategies, and collaborating with the Directors of Research and Communications. The position is currently funded through January 31, 2019, with opportunities for extension contingent on organizational funding. Salary range is dependent on education and experience. GEEARS provides benefits including health insurance, dental and vision care, life and disability insurance, parking, and vacation leave and holiday schedules.

Application: To apply, send resume, cover letter and a list of three contact references to csimpson-houston@gears.org with “Infant Toddler Policy Manager” in the subject line. No phone calls please. Applications will be reviewed as they arrive. Deadline for applications is March 12, 2018.