Organization: Results for America
Role: Manager, Local Practice, Infrastructure
Location: Flexible

Organization Overview
Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over $1 trillion that governments spend annually to address the needs of the most vulnerable Americans.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Department Overview
RFA has organized a "practice" at every level of government: federal, state, and local. As part of its Local Practice, RFA has committed to supporting tribal, local, and state governments to make the most of the historic opportunity presented by the recovery investments from the American Rescue Plan (ARP) and Bipartisan Infrastructure Law (BIL). Through this work, RFA will encourage these governments to leverage recovery dollars to make investments in evidence-based approaches and deliver measurable, equitable access to opportunities and positive outcomes for their residents.

Position Overview
The Manager will be a dedicated member of RFA's Local Practice team. This team member will contribute to the Local Infrastructure Hub (the Hub) in order to support local governments in navigating the historic opportunity provided by BIL.

Results for America is seeking a team member who works well in a collaborative, cross-cutting team environment, proactively seeks out new challenges, and is passionate about strengthening governments' ability to promote equitable outcomes for all residents.

Position Reporting Relationship
The Manager will report to the Associate Director, Local Practice - Infrastructure.

Position Responsibilities
The responsibilities of the Manager are grounded in three core areas: project management; strategic planning and impact; and content and communications support. Specific responsibilities include but are not limited to the following:

Project Management (75%)
- Execute the ongoing management of the team's project plan, including but not limited to status updates for internal and external partners, assigning and monitoring tasks across the team, and tracking action items;
- Coordinate the planning, preparation, and execution of approximately 18 - 20 webinars per year, delivered for an audience of mayors and local senior leaders;
- Support the timely development and execution of all programming for the Local Infrastructure Hub, including:
  - Keeping the content calendar up-to-date;
  - Developing the webinar run of shows;
  - Identifying and confirming speakers;
  - Leading speaker prep materials/calls, and;
  - Ensuring promotional and follow-up materials are created;
  - Coordinating the posting of all content to the Hub website (e.g. webinar questions and public goods)
- Facilitate internal and external meetings as needed, draft agendas, and ensure meeting notes and action items are collected and distributed in a timely manner;
- Support the Director and Associate Director with the production of periodic updates to key stakeholders within RFA, at partner organizations, and co-funders; and
- Alongside the Assistant, Local Practice, provide scheduling support as needed to ensure all meetings and prep calls are scheduled in a timely manner.

Strategic Planning & Impact Support (15%)
- Alongside the Impact team, support the ongoing execution and incorporation of user feedback into the Hub's programming; and
- Support the ongoing monitoring and evaluation of outputs against programmatic and Local Practice goals, providing recommendations for improvement as appropriate.

Content & Communications Support (10%)

- Support the Strategic Communications team with promotional strategies, such as partner engagement, for building out target audiences at webinars and engagement with public goods; and
- In partnership with others, develop and support processes to enable the ongoing development of public goods, such as a sharable resource for policymakers (ex. blog post, one pager, etc) or toolkits.

All RFA employees are expected to participate in the organization's diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

Qualifications and Skills
The ideal candidate will have the following qualifications.

Experience:
- Bachelor's degree and 6 to 8 years of relevant experience – with experience working in government, political campaigns, philanthropy and/or mission-driven non-profit organizations a plus, but not required;
- Experience planning and managing virtual events strongly preferred;
- Experience contributing to programming for learning opportunities preferred, but not required;
- Experience managing individual goals and deadlines; and
- Experience successfully managing projects.

Competencies:
- Strong organizational and project management skills;
- Advanced skills in Google Suite and Powerpoint;
- Strong presentation development skills, including the ability to produce audience specific presentation materials with excellence and ease;
- Familiarity and enthusiasm for program management software, such as Asana, preferred;
- Outstanding interpersonal skills and ability to build relationships internally, with other nonprofit partner organizations, and other stakeholders;
- Excellent verbal and written communications skills;
- Ability to take initiative and to prioritize and maintain multiple projects simultaneously;
- Ability to think creatively and incorporate insights into product/process design;
- High degree of flexibility and ability to adapt to a changing environment;
- Strong commitment to the Results for America mission and vision; and
- Strong commitment to RFA's diversity, equality, and inclusion commitments.

Salary and Benefits
At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar

nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits. The salary band for this position is $79,200-$90,200

How to Apply
To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read "YOUR NAME –Manager, Local Practice, Infrastructure."

RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.