Organization: Results for America
Role: Policy Associate, Federal Practice
Location: Flexible

Organization Overview
Founded in 2012, Results for America (RFA) 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. RFA is demonstrating 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 demonstrating clear wins, we will cement support for evidence-based policymaking among all policymakers as the "new normal."

Program Overview
RFA has organized a "practice" at every level of government: federal, state, and local. Among numerous efforts, the Federal Practice sets a Standard of Excellence that defines how federal agencies should use data and evidence in policy, practice, grant-making and management decisions. The team also offers technical support and coaching for federal government leaders to advance and promote best practices as defined by the Standard of Excellence and shifts government dollars to programs with evidence of effectiveness. The Federal Practice also provides policy research and analysis on and advocacy for evidence-based policy. Finally, the Federal Practice supports the State and Local proactive's efforts to enhance state and local implementation of national programs, such as the American Rescue Plan, to produce real results for residents across the country.

To further facilitate federal policy implementation, the Federal Practice is engaging with Place-Based Partnerships to understand the federal policy landscaping and to access federal funds to meet their economic mobility goals. To improve economic mobility across the country, communities must be able to effectively act on the funding and policy levers provided by federal, state and local governments. Moreover, governments must understand and partner with local communities so that policies and programs address residents' most critical barriers to progress.

This new, emerging program at RFA will achieve two ambitious aims of relevance and critical importance to RFA's broader strategy:

1. Help place-based partnerships increase their impact by offering **technical assistance and coaching** on how to access and implement federal funding to scale efforts that work.
2. Develop a model/tool **to improve federal policy-making**, by helping government leaders understand how programs are implemented in communities and impact residents, and how to change policies for bigger impact.

Position Overview

Results for America is seeking a Program Associate, Federal Practice to both support the VP and Federal Practice Lead on broader team matters and to offer needed capacity to the Place Matter Federal Policy Collaborative, including via direct engagement with the Associate Director, State and Federal Policy Implementation.

The role will include supporting data collection and analysis, policy research, outreach and the development and communication of proof points.

We're looking for a high-energy, driven individual who's eager to jump in and support the implementation of this program. We want someone who enjoys learning new content and skills and is excited to support building something that will improve how governments incorporate the needs of residents into policymaking and how communities benefit from government policies.

Position Reporting Relationship
The Program Associate will report to the VP and Federal Practice Lead and work in regular collaboration with the Associate Director, Federal Policy Implementation.

Position Responsibilities
Position responsibilities will fall into three (3) core areas: 1) Program Support and Execution, 2) Scheduling and Administration, and 3) Internal Coordination. Specific responsibilities include, but are not limited to, the following:

Program Support and Execution (35%)
● Assist with research and information gathering on the needs of place-based partnerships and federal funding opportunities, such as Bipartisan Infrastructure Law (BIL) Notice of Funding Opportunities, American Rescue Plan, etc.;
● Participate in, document, and summarize conversations with place-based partnership teams to understand their needs and contribute to efforts by the Senior Manager (SM) and Associate Director (AD) to support them;
● Join conversations with Federal government leaders to learn about the opportunities for improving policy by better understanding resident needs; and
● Track data on all aspects of the program and contribute to basic analysis on the data, where needed, to measure the impact of the program and continuously improve.

Scheduling and Administration (45%)
● Schedule meetings and events for the VP and Federal Practice Lead and in support of assigned programs;
● Document meeting notes and next steps from internal and partner meetings, assisting with follow-up as needed;
● Maintain team documentation and coordination, such as contact lists and Asana projects;
● Manage the internal file and communication system to ensure proper documentation and easy access to materials; and
● Assist with basic accounting and expenses, including reimbursements, travel, and debit card tracking.

Internal Coordination (20%)
- Support clear internal communication and coordination between all the programs in the Federal Practice to ensure staff is up to speed on new initiatives, progress, opportunities for collaboration and between RFA programs; and
- Gather content, write and work with the RFA Communications team to distribute the Federal Practice Newsletter.

Qualifications and Skills
The ideal candidate will possess the following qualifications:

Experience
- 3 - 6 years of work experience and college degree;
- Experience contributing to projects, administrative processes or events; and
- Demonstrated ability to serve as a team player.

Capabilities
- Strong project coordination, research, and written and oral communication skills;
- Ability to take initiative and to support multiple projects simultaneously;
- Ability to work independently in a fast-paced, results-oriented workplace;
- Data analysis capabilities;
- High degree of flexibility and ability to adapt to a changing environment;
- Outstanding interpersonal skills and ability to build relationships;
- Strong skills in Google Suite and Powerpoint and willingness to learn further;
- Familiarity with program management software, such as Asana, preferred;
- Strong commitment to Results for America's mission; and
- Strong commitment to RFA's diversity, equity, and inclusion commitments.

<u>Salary and Benefits</u>

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 $68,200 - $79,200

<u>How to Apply</u>

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 – Associate, Federal Policy Implementation".

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.