



**Organization:** Results for America

**Role:** Associate, Education and Workforce Development

**Location:** Washington, DC

### **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 beginning its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress for residents when they use evidence and data in specific issue-areas. By securing these wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

### **Position Overview**

As Results for America moves into this next phase, it is committed to deepening its expertise in and ability to create change around education and workforce development. These issue-based work streams are new for RFA and likely to expand in scope and significance over time.

Given this, RFA is seeking a highly-skilled, energetic, entrepreneurial Associate, Education and Workforce Development, to support both work streams. Excellent project management, research, communications, and relationship-building skills are required.

### **Position Reporting Relationship**

The Associate, Education and Workforce Development, will report to RFA's Vice President, Education Policy Implementation based in Portland, OR, and Vice President, Workforce Development, based in Durham, NC, as outlined below.

### **Position Responsibilities**

The responsibilities of the Associate, Education and Workforce Development, include but aren't limited to the following:

### *Education (45%)*

- Assisting in the development, implementation, and promotion of RFA's overall education policy agenda, including but not limited to:
  - Assisting in the development, implementation and promotion of RFA's local, state, and federal education policy recommendations;
  - Assisting in the development and execution of RFA's [state education agency fellowship](#) including supporting the planning and preparation for quarterly in-person convenings and the publication of a weekly e-newsletter for RFA's state education agency fellows;
  - Coordinating the development and publication of a series of case studies featuring exemplar policies and practices in state education agencies;
  - Conducting research and analysis of local, state, and federal education laws, regulations, policies, and legislation as needed;
  - Assisting in the identification, recruitment, and engagement of local, state, and federal education leaders as [Moneyball for Government All Stars](#); and
  - Close collaboration with RFA's events coordinator to plan and execute private meetings and public events related to RFA's education policy work.

The Associate, Education and Workforce Development, will assume the responsibilities described above under the supervision of RFA's Vice President, Education Policy Implementation.

### *Workforce Development (45%)*

Assisting in the development, implementation, and promotion of RFA's overall workforce development policy agenda, including but not limited to:

- Assisting in the development, implementation and promotion of RFA's local, state, and federal workforce development policy recommendations;
- Assisting in the identification, recruitment, and engagement of targeted local, state, and federal workforce development government officials and nonprofit leaders and organizations in RFA's workforce development work;
- Assisting in the development and execution of RFA's state workforce agency fellowship;
- Conducting research and analysis of local, state, and federal workforce development laws, regulations, policies, and legislation as needed;
- Assisting in the identification, recruitment, and engagement of local, state, and federal workforce development government and nonprofit leaders as [Moneyball for Government All Stars](#); and
- Close collaboration with RFA's events coordinator in the planning of all private meetings and public events related to RFA's workforce development policy work.

The Associate, Economic Mobility and Workforce Development, will assume the responsibilities described above under the supervision of RFA's Vice President, Workforce Development.

### *Administration (10%)*

- Help with expense tracking related to RFA's education and workforce development work;
- Prepare and submit expense reports and reimbursement claims for RFA's Vice President, Education Policy Implementation and RFA's Vice President, Workforce Development;
- Schedule external meetings for RFA's Vice President, Education Policy Implementation and RFA's Vice President, Workforce Development;

- Assist in the tracking of program-specific impact plans; and
- Ensure that team members have the support and resources they need to perform their duties.

### **Position Requirements**

The ideal candidate will possess the following qualifications:

- Strong commitment to the Results For America mission;
- Bachelor's degree with 3-5 years of overall work experience, at least one year of which was spent successfully supporting one or more senior-level executives;
- Ability to take initiative and to prioritize and maintain multiple projects simultaneously;
- Outstanding interpersonal skills and ability to build relationships with high-level stakeholders;
- Excellent planning, research, and written and oral communication skills;
- Strong sense of self-motivation, self-agency and ability to follow-through;
- An entrepreneurial, learning orientation and an ability to consistently embrace and incorporate direct feedback;
- Ability to use a range of office software, including Word, Excel and Powerpoint and is comfortable with various social media platforms; and
- Ability to thrive in non-traditional, geographically dispersed, semi-virtual organization.

Salary range and benefits package: highly competitive.

This is a full-time, exempt position at 40 hours per week based in Washington, D.C. The Associate, Economic Mobility and Workforce Development, will attend program-related events, which may involve up to 10% travel. If interested, please forward a cover letter and resume to [recruiting@results4america.org](mailto:recruiting@results4america.org), subject: "Associate, Economic Mobility and Workforce Development -Your Name." Applications will be accepted and reviewed on a rolling basis until 11:59 pm on April 21, 2019.

*Results for America is an equal opportunity employer and actively encourages applicants of all religions, genders, sexual orientations, ethnic, and cultural backgrounds to apply for positions within our organization. We actively encourage you to cite experiences from your professional, personal, and community involvement that reflect your qualifications and commitment to our mission.*

*Results for America provides equal employment opportunities to all without regard to race, color, gender identity, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. In addition, Results for America complies with applicable state and local laws governing nondiscrimination in employment in every location in which Results for America has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*