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

Organization Overview

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. 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 advance economic mobility and racial equity.

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. The Federal practice works with Congress, the White House, and federal agency staff to use rigorous evidence and quality data to inform the design, implementation, and evaluation of important policy and funding decisions. The federal team also works to leverage the power of federal evidence-based policy to build state and local capacity to use data and evidence to equitable outcomes for their communities.

Position Overview
The Associate Director, Federal Practice will be a dedicated member of RFA's Federal Practice team. As part of its Federal Practice Practice, RFA has committed to helping make the most of the historic opportunity presented by the Federal recovery investments from the American

Rescue Plan (ARP) and Bipartisan Infrastructure Law (IIJA). The Federal Practice will support this work by engaging with Federal agencies to influence federal policy, understand and translate federal policy, and share learnings from local implementation with key federal policymakers. This Associate Director, Federal Practice will support the delivery and execution of the Local Infrastructure Hub (the Hub), through project support, tracking, understanding and effectively translating federal policy into easy-to-understand materials to be used by the Local Practice to develop needed material to support state and local governments with leveraging federal funding opportunities.

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 Associate Director, Federal Practice will report to the Vice President of Federal Policy / Practice Lead.

Position Responsibilities
The responsibilities of the Associate Director, Federal Practice are grounded in four core areas: federal policy translation and content management, project and partner management, impact tracking, and internal coordination. Specific responsibilities include but are not limited to the following:

Federal Policy Translation and Content Management (50%)

- Oversee the process to create content for the Hub, according to pre-approved templates, for the webinar series and public goods, which will include
    - Reviewing and analyzing BIL Notice of Funding Opportunities (NOFOs) to identify the most relevant content needed to deliver curated, high-quality information and resources to help Mayors and their staff understand upcoming federal funding opportunities and the various ways they can advance community priorities;
- Work with RFA's federal consultant to review and verify the accuracy of all webinar and public goods content across the Hub, which will include
    - Reviewing BIL NOFOs with Hub content experts, partners, and federal agency contacts to ensure accuracy and robustness of information;
- Ensure strong evidence and outcomes focus on all content provided, reflecting RFA's mission of investing public dollars in ways that produce impacts;
- Oversee the tracking of NOFOs;
- Work closely with RFA's Local Practice team and Hub partners to develop and maintain a content calendar of relevant and high-impact BIL Notice of Funding Opportunities NOFOs to be highlighted in the Hub;
- Work with federal agency partners and Hub content experts to develop content related to NOFOs that identifies how these funding opportunities can further a local government's climate, equity, and workforce goals;

- Build and vet a list of content experts to speak on webinars in collaboration with Hub partners;
- Work closely with RFA's internal team and Hub partners to ensure the webinars and public goods produced are high-quality, relevant, and useful for the intended audience; and
- Support speaker identification, invites, confirmation, and prep for the webinar series, and coordinate with partners as needed.

Project & Partner Management (25%)
Working closely with the Associate Director, Local Practice, assigned to BIL:
- Provide project management and execution to ensure the successful, timely, and impactful delivery of programming through the Hub;
- Oversee and support the collaborative development of content with consultants and Hub experts to plan, prepare and execute approximately 50 high-production webinars and associated public goods per year;
- Oversee the approval process for webinar content, speaker invites and prep, and public goods for RFA and external partners;
- Keep internal and external stakeholders informed and up to date about the overall status of the hub, including progress, challenges, and opportunities; and
- Provide Local Practice with content for regular internal and external meetings to ensure coordination across RFA and Hub partners.

Internal Coordination (15%)
- Ensure RFA's Federal and Local Practice teams are working in seamless alignment toward RFA's shared goals for recovery dollar investments; and
- Work closely with the Communications team to ensure the webinars and public goods produced in the Hub provide accurate, timely, and actionable information.

Impact Tracking (10%)
- Work with Local Team and MEL to establish and implement program impact metrics and mechanisms for tracking, including those that may require partnering reporting;
- Develop and coordinate reports back to Congress, the U.S. Treasury, and the White House on the impact of these federal recovery dollars; and
- Support updates on activities and impact across RFA and to external Federal stakeholders.

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

Experience and Competencies
The ideal candidate will have the following qualifications, along with a strong commitment to RFA's mission and vision, including its diversity, equality, and inclusion values.

Experience:
- Bachelor's degree and at least 10+ years of relevant experience required;
- Experience working in government, political campaigns, research or policy organizations/think tanks, advocacy, and/or other mission-driven nonprofits strongly preferred;
- Experience reading, writing, and translating federal policy;
- Experience engaging with federal policymakers;
- Experience simplifying complex material for various audiences; and
- Demonstrated experience navigating complex stakeholder relationships and establishing buy-in as part of previous roles.

Competencies:
- Excellent project management skills, including the capacity to manage and coordinate simultaneous projects and successfully prioritize multiple tasks;
- Excellent written, verbal, and interpersonal skills;
- Outstanding interpersonal skills and ability to build relationships with policymakers, nonprofit partner organizations, and other stakeholders;
- Advanced skills in Google Suite, Excel, and Word;
- Strong Powerpoint skills, including the ability to produce audience-specific presentation materials with excellence and ease;
- Familiarity with program management software, such as Asana, preferred;
- Excellent organizational skills and attention to detail, with the ability to establish and implement processes to achieve goals;
- Flexibility and adaptability to shifting circumstances; and
- Good humor and collegiality are a must.

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; (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 $98,000 - $126,000.

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 – Associate Director, Local Practice."

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.