

Senior Associate, Education and Workforce Initiatives

Summary

The Federal City Council is seeking a Senior Associate to support its portfolio of education and workforce initiatives.

About the Federal City Council

The Federal City Council (FC2) is a 501(c)(3) membership-based organization in Washington, DC. FC2's mission is to be a catalyst for progress in the District of Columbia by focusing the talents of Washington's civic, business and professional leaders on the major problems and opportunities that are facing the District. For more information, visit www.federalcitycouncil.org.

Position Description

The Senior Associate will be responsible for supporting FC2's education and workforce initiatives. The candidate will play a thought leadership role and will have responsibility for **strategy; project design and execution; policy development and advocacy; and project management.**

Primary Responsibilities

K-12 Education

The overall goal of our K-12 education work is to champion the improvement of DC public education. The Senior Associate's responsibilities will consist of:

- Identifying education issues, challenges, partners, and projects of strategic importance to education in DC;
- Evaluating and developing positions for FC2 on proposed legislation, policies, and budgetary investments;
- Advocating for FC2's education positions and priorities with the DC Council and the DC executive branch;
- Communicating and promoting FC2's positions on education issues in writing (via reports to members and newsletters), orally in business settings (internal and external meetings) and via testimony to the DC Council;

- Supporting improvements in the allocation, financing and development of K-12 education facilities in DC by helping high-quality schools identify space and overcome barriers to acquiring and renovating prospective facilities; and
- Working in partnership with coalition partners and building alliances across different organizations to secure support for FC2's policy and programmatic positions.

Workforce Initiatives

The overall goal of our workforce initiatives is to build a stronger local and diverse talent pipeline for DC employers by collaborating with other like-minded organizations; working directly with employers to help overcome barriers to hiring; and collaborating with District government to pursue shared interests. The Senior Associate's work will include:

- Leading staff support for the DC Builds DC Construction Industry Partnership and the Hire Local DC Coalition, which includes highly detailed project management, scheduling, and coalition management responsibilities;
- Collaborating with multiple partner organizations with shared goals (such as CityWorks DC) as part of cross-organizational project teams;
- Facilitating meetings with internal and external partners;
- Accelerating the adoption of work-based learning opportunities for DC residents, particularly apprenticeships; and
- Monitoring the workforce policy environment and coordinating FC2's efforts to engage on issues of strategic importance to DC.

The incumbent will report to the Chief Program Officer.

Qualifications

The Senior Associate will have 5+ years of relevant experience. An advanced degree in a relevant field is preferred but not required. Experience working with DC officials involved in the executive or legislative branches is preferred but not required.

Other qualifications include:

- Experience working with leaders in the non-governmental education community;
- Working knowledge of local, state, and federal education policies and programs, with experience specific to education facilities preferred;
- Experience working with cross-sector stakeholders to advance an agenda and priorities;
- Demonstrated success in building and managing coalition-based advocacy;

- A commitment to advancing education priorities and opportunities in the District;
- Outstanding critical thinking skills;
- Excellent quantitative and analytical skills;
- Sound project management skills;
- Strong verbal and written communication skills;
- Strong passion for contributing to the mission of the FC2;
- Motivated self-starter; able to take initiative as well as work within a team; and
- Ability to work under pressure, meet deadlines and handle multiple projects.

How to Apply

Please send a resume and a letter of interest to Kevin Clinton, Chief Program Officer, Federal City Council (kclinton@federalcitycouncil.org). The deadline for application is December 15, 2023.

Compensation

This salary range is between \$100,000 to \$120,000 with competitive benefits.

The Federal City Council is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, disability, marital status, personal appearance, sexual orientation, gender identity or expression, political affiliation, or genetic information.