

Position: **Government Affairs & Policy Director** | Full-Time: Salary Position

**Background:** Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

**Purpose:** The Government Affairs & Policy Director provides leadership and administration in developing the organizational capacity to identify advocacy and policy approaches to improve young children's early care and learning experiences. The Government Affairs & Policy Director will lead the organization's relations with local, state and national elected officials. This is a full-time position that works with a team of three strong staff that will include occasional evening and weekend hours and some travel.

**Qualifications:**

- At least 5 years' experience of senior-level policy and program experience
- Successful legislative advocacy experience
- Strong understanding of the Pennsylvania legislative process
- Excellent written and oral communications, including media and public relations
- Strong ability to work in advocacy coalitions and collaborating with aligned organizations both local and statewide
- Demonstrated successful experiences in working with diverse populations
- Willing to travel regularly across southwest Pennsylvania, periodically to Harrisburg and to national conferences a few times a year.

**Responsibilities:**

- Develop and maintain collaborative relationships with legislators, and local and state government administrations.
- Maintain collaborative relationships with community organizations, early childhood educators, and other stakeholders involved in advocacy and programs.
- Cultivate strategic relationships and partnerships to further Trying Together's strategic objectives.
- Develop and implement a legislative agenda.
- Work collaboratively with the organization's lobbyist.
- Liaison to the Board of Directors' Public Policy Committee.
- Develop and write, in collaboration with Public Policy Team and the Board Public Policy Committee, the policy agenda for the organization.
- Advance Trying Together's policy agenda by engaging in advocacy and policy development activities, including participating in advocacy coalitions, collaborating with aligned organizations, and representing the organization at a variety of community and public policy settings.
- Oversee the development and dissemination of issue briefs, white papers, public testimony and policy memos on policy agenda and legislative agenda issues.
- Maintain a working knowledge of significant developments and trends in the early childhood field.



- Monitor and ensure the delivery and implementation of grant-supported advocacy activities in alignment with Trying Together's mission and policy agenda.
- Represent the organization on Early Learning PA committee calls, as appropriate.
- Meticulously document and record program activities and outcomes, and ensure grant reports and evaluations, both internal and external, document program impact. Review data to determine areas for improvement.
- Manage the public policy team including delegation of tasks, and coordination of projects.
- Participate in Trying Together and/or campaign press events, as appropriate.
- Manage, lead, and coordinate the SWPA ECE Leadership Council.
- Manage strategic plan goals for the Public Policy Department, monitor progress and share updates with the Executive Director.
- Participate as a member of the organization's leadership team to coordinate and deliver services across departments to increase Trying Together's effectiveness and efficiency.
- Participates in initial and on-going professional development for the purpose of professional growth and skill development.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promotes and supports the vision, mission, and goals of Trying Together. To learn more, visit [www.tryingtogether.org](http://www.tryingtogether.org).

**Skills:**

- Proficiency in office software including spreadsheets, word processing programs, and e-mail at a high competency level
- Engage in appropriate use of social media in a professional environment
- Comfort with technology tools including tablet computers, laptops, presentation equipment, and additional hardware as needed, including a willingness to learn new technologies
- Effective organizational skills and ability to handle multiple tasks and projects
- Excellent written communications skills
- Strong ability to manage multiple projects with deadlines
- Able to work independently and as a team member
- Excellent interpersonal skills
- Strong public speaking skills
- Strong analytical and problem-solving skills
- Effective decision-making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy

**Licensure, Certifications, and Clearances:**

- Clean Act 33 Child Clearance
- Clean Act 34 Criminal Clearance
- Clean Act 73 FBI Clearance
- Clean NSOR Clearance
- Valid Driver's License





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**Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

**Interested Applicants:** Submit cover letter and resume with a minimum of three work-related references, and two writing samples to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org). Phone calls will not be accepted. Posting will remain open until filled.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

