



## Job Announcement

Position title: Policy & Research Associate  
Reports to: Executive Director  
Position type: Full-time, Exempt  
Location: Oregon  
Salary range: \$55,000 - \$60,000 annually  
Closing date: November 29, 2021

### **About Foundations for a Better Oregon:**

[Foundations for a Better Oregon](#) (FBO) seeks to rethink how systems support every child to learn, grow, and thrive. Through policy advocacy, convening, research, and storytelling, we demystify complex systems and lift up community-driven solutions that disrupt injustice and radically accelerate progress for children and families. We are a statewide nonprofit organization and a project of Oregon philanthropy, bridging together community, policymakers, and leaders across sectors to envision a better Oregon where every child knows that they belong.

### **Work Environment**

FBO is a small, fast-paced, flexible nonprofit that is connected to partners and engaged in work across Oregon. We strive to work effectively and respectfully within the context of varying beliefs, orientations, identities, and cultural backgrounds. We value personal growth, courageous communication, and honest reflection, promoting willingness to change for continuous improvement.

FBO offices are located in Portland, Oregon; this position could be based anywhere in Oregon, with occasional travel (mostly to Salem and Portland). At this time, FBO staff are primarily working remotely, with our Portland office available on a part-time or “drop-in” basis. We envision returning to a flexible hybrid working environment in the coming months, as public health guidelines allow.

### **Position Description**

This position calls for an adaptable and resourceful thinker, doer, and listener who is passionate about co-designing, testing, and advocating for systems change strategies that deliver lasting impact for children and families across the state of Oregon. The Policy & Research Associate will support FBO’s policy and research initiatives by:

- Supporting FBO and coalition advocacy efforts in the Oregon Legislature, legislative task forces, and agency rule-making processes:
  - In partnership with impacted communities, engaging in policy research and analysis, landscape scans, and reviews of model policies with an equity lens.
  - In partnership with impacted communities, translating policy and research analysis into policy briefs, one-pagers, presentation materials, and training modules for multiple audiences.

- Collaborating with impacted communities to support the design, development, and implementation of FBO's policy agenda.
  - Coordinating the development of and submission of verbal and written testimony
  - Engaging in policy discussions with community partners and translating community-identified solutions into actionable policy concepts or ideas.
  - Tracking bills throughout the Legislative process, including preparing bill tracking reports.
  - Collaborating with the FBO team to organize and successfully host convenings, conferences, and trainings.
- Help advance FBO's research and data initiatives by:
    - Conducting literature reviews and secondary research to inform research development.
    - Supporting the design and implementation of community-engaged and participatory research.
    - Coordinating, scheduling, and tracking research activities.
    - Organizing, transforming, and analyzing qualitative and quantitative data.
    - Contributing to the development of research projects, including drafting and editing narratives; designing and formatting charts or graphics; preparing presentations; etc.
  - Help advance FBO's overarching mission and vision by regularly engaging in team learning and reflection, internal evaluation activities, staff work days, and FBO convenings.

### **Key Attributes**

- A curious learner with the readiness to continuously adapt and grow.
- Ability to provide and receive constructive and regular feedback.
- Deep commitment to equity and belief in community as experts.
- Strong listener with ability to develop authentic and trusting professional relationships with a diverse group of partners and stakeholders.
- Self-directed, goal-oriented, and a team player, who can proactively collaborate externally and internally.
- Ability to manage competing priorities and work under pressure.
- Sense of perspective and humor.

### **Skills and Qualifications**

- Two years experience in nonprofit, government, philanthropic, or education sectors, with education, training, or passion for public policy, research, and community organizing preferred.
- Strong written and verbal communication skills, with ability to demystify complex ideas and work with a variety of stakeholders.
- Proven ability to manage time and prioritize tasks to meet goals and deadlines

## **Compensation and Benefits**

- Annual salary between \$55,000 - \$60,000
- Medical and dental coverage
- 401(k) Retirement Savings Plan with qualified match and contribution
- Section 125 Flexible Benefits Plan
- Transportation stipend (\$100/month) if based in FBO's Portland office
- Generous paid time off, sick leave, and holidays

## **COVID-19 Protocols**

FBO is committed to following the most recent public health guidelines and to preventing the spread of COVID-19. All FBO employees are expected to be vaccinated against COVID-19 or able to provide documented medical or religious exemption prior to beginning employment.

## **Application Process**

Please email a resumé and cover letter indicating your interest in the position and working for Foundations for a Better Oregon to [careers@betteroregon.org](mailto:careers@betteroregon.org) by Monday, November 29, 2021 at 11:59 p.m. We will respond to all candidates by email.

## **Foundations for a Better Oregon is an Equal Opportunity Employer**

FBO is committed to providing an environment that is free from discrimination and harassment with respect to race, color, ethnic background, religion, gender, age, socioeconomic status, sex, sexual orientation, political beliefs, affiliations, disability, or marital or veteran status.