



Job Announcement

Position title: Policy and Communications Associate
Position type: Full-time, Exempt
Location: Oregon
Salary range: \$68,000 - \$78,000
Closing date: Open until filled, with preference given to candidates who apply by March 5, 2024.
To apply: Submit a resumé and cover letter. For application submission guidelines and reasonable accommodation requests, see below.

About Foundations for a Better Oregon:

[Foundations for a Better Oregon](#) (FBO) is a statewide nonprofit organization advancing Oregon's commitment to support every child to learn, grow, and thrive. As a state-level intermediary organization, we bridge philanthropy, policymakers, community, and system actors to engage in shared learning, capacity building, and aligned action to realize a shared long-term vision for Oregon children.

Work Environment

FBO is a small, fast-paced, and nimble organization working collaboratively with partners across sectors and across Oregon. We strive to work effectively and with integrity in pursuit of [our mission and vision](#), upholding [our values](#) amid diverse perspectives, beliefs, identities, and backgrounds. We are a learning-driven organization that supports honest reflection, courageous dialogue, and a commitment to continuous improvement as a team and as a state.

This position can be based anywhere in Oregon with occasional travel. FBO maintains a flexible hybrid working environment with an office in Portland's Central Eastside. Teammates are expected to attend in-person staff meetings and other in-person meetings as scheduled.

Position Description

Supporting FBO's policy, advocacy, and communications strategies, this position calls for an adaptable and resourceful problem solver who can help us constructively question and reimagine policies and practices impacting Oregon children. We are seeking a savvy teammate who brings energy, curiosity, and experience to designing and facilitating inclusive convenings; building trust and understanding with peers and partners; shining light on urgent challenges and solutions; and moving ideas into action.

The Policy & Communications Associate will advance and support FBO's mission and vision in the following ways. As work naturally evolves, other responsibilities, priorities, and opportunities may emerge.

Community and Coalition Support

- Engage in authentic relationship-building statewide with partners in community, policymaking, system leadership, and philanthropy.
- Support partner networks, coalitions, and work groups to build capacity, make connections, and leverage opportunities for state-level advocacy.
 - Support and sustain the Oregon Partners for Education Justice (OPEJ) network.
 - Support design and maintenance of FBO's internal processes related to ongoing engagement, convening, and collaboration with partners.
 - Develop and deliver inclusive and accessible opportunities for shared learning, skill building, and peer-to-peer support among FBO partners.
- Develop curriculum, toolkits, and other resources to support partners in community, state leadership, and philanthropy to deepen understanding of policies, systems, players, and solutions.
- Collaborate with the FBO team to plan and organize key convenings, conferences, and trainings, including our biennial legislative summit and inaugural learning fellowship for state legislators.

Policy Advocacy and Organizing

- Conduct policy analysis, secondary research, literature reviews, landscape scans, and reviews of model policies.
- Support FBO and partners to engage in state-level advocacy, including in the Oregon Legislature, legislative task forces, and state agency rule-making processes.
- Coordinate legislative advocacy, including tracking bills, monitoring legislative hearings, developing and submitting testimony, and providing rapid analysis of threats and opportunities.
- Coordinate advocacy campaigns, including co-designing advocacy strategy, organizing partners, facilitating advocacy trainings, and developing advocacy materials and communications.
- Support community partners and other allies seeking guidance or assistance with policy advocacy and/or civic engagement strategies, as needed.

Communications

- Translate policy and research analysis into policy briefs, one-pagers, presentation materials, and training modules for multiple audiences.
- Support development and design of slide decks, reports, event materials, data visualizations, and other graphics.
- Support content development and production for FBO's communications platforms, including FBO's website, newsletter, social media channels, and print materials.

Key Attributes

- A strong listener with the ability to develop authentic and trusting professional relationships with diverse partners and stakeholders.
- A humble leader with deep commitment to equity and belief in community as experts.
- A curious learner with the readiness to continuously adapt and grow.
- A self-starter and proactive problem solver with a high level of initiative and follow-through.
- Ability to balance competing needs and prioritize work flow.
- Ability to provide and receive regular and constructive feedback.
- Ability to cultivate creativity, play, and hope.

Skills and Qualifications

- At least 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 communication skills, including ability to produce, revise, and finalize written work quickly and with attention to detail.
- Strong verbal communication and presentation skills.
- Proven ability to manage time and prioritize tasks to meet goals and timelines.
- Experience facilitating meetings, convening and collaborating across multiple partners, and engaging across diverse perspectives.
- Familiarity with web content management systems, social media production, and design software preferred.

Compensation and Benefits

- Annual salary between \$68,000 - \$78,000
- Employer-paid medical and dental insurance
- 401(k) Retirement Savings Plan with qualified match and contribution
- Section 125 Flexible Benefits Plan (FSA)
- Generous paid vacation, holidays, sick leave
- Professional development opportunities
- Monthly technology or parking/transit stipend, as negotiated
- Hybrid work environment

Public Health Protocols

FBO is committed to following the most recent public health guidelines and to preventing the spread of illness. 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 to careers@betteroregon.org with “Policy & Communications Associate” included in the subject line.

The position is open until filled, with preference given to candidates who apply by March 5, 2024. We will respond to all candidates by email.

Foundations for a Better Oregon is committed to providing reasonable accommodation to qualified candidates and employees who experience disability. If you would like to request a reasonable accommodation during the application process, please advise at the time you apply by emailing careers@betteroregon.org or calling 503-542-5325.

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.