Job Description

Position: Activation and Outreach Manager

Responsible to: Director of Public Policy

Location: Washington, D.C. (Hybrid)

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary: The Girls Inc. Public Policy Office seeks a full-time Activation and Outreach Manager to advance our advocacy work improving girls’ rights and opportunities, with particular attention to building advocacy capacity and engagement of our 76 Girls Inc. affiliates.

Responsibilities:

- Support and expand Girls Inc. affiliate engagement in advocacy at the federal, state, and local levels;
- Determine the advocacy training and partnership needs of Girls Inc. affiliates through ongoing relationship building, data collection, and other vehicles;
- Working collaboratively internally, arrange and conduct trainings to build advocacy capacity of the Girls Inc. affiliate network, including both adult and girl advocacy skills and substantive knowledge of policy issues;
- Develop resources such as policy briefs, fact sheets, talking points, toolkits, and other materials for dissemination to Girls Inc. affiliates and other advocates (as well as policy makers, the media, and partner organizations, as appropriate);
- Co-manage national youth advocacy program (Girls Inc. Teen Advocacy Council), help organize a girl-led Hill day, and develop ideas for program expansion;
- Support Girls Inc. affiliates’ development of Teen Advocacy Councils through leadership of grants provided by the National office.
- Provide strategic support for Girls Inc. affiliate-level advocacy projects as needed;
- Develop advocacy content for e-newsletters, for our website, and blog posts, among other vehicles;
- Develop and implement issue campaigns for external audiences;
- Collaborate and build relationships with coalition partners as appropriate;
- Represent Girls Inc. at events and in meetings as needed; and
- Carry out other duties as assigned by the Director of Public Policy.

Qualifications:
- 3 to 5 years leading direct and indirect advocacy work (Federal level is preferred).
- Bachelor’s degree.
- Highly collaborative.
- 3 to 5 years supporting, coaching communities/institutions to pursue change through advocacy.
- Experience in facilitation and producing educational material is highly desirable.
- Excellent written and verbal communication skills. Grant experience is a plus.

Additional qualifications:
- Awareness of gender equity, youth development, and social justice issues.
- Must be able to appreciate, embrace and advance diversity and adhere to all Girls Inc. Organizational Values, which are:
  o Recognize and support the strength in every girl.
  o Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others.
  o Understand and appreciate diversity, embrace inclusiveness, and advance equity.
  o Drive for results anchored in integrity and accountability.
  o Collaborate for impact.

Starting salary: $65,000.

How to Apply:

Interested applicants should send a resume including a cover letter to peopleandculture@girlsinc.org. Candidates will also be asked to provide writing samples. We are looking to fill the position as soon as possible. Please enter Public Policy in the subject line.
GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we execute our mission and model the world we want to see.

Revised 6/23.