

## Job Description

### Director of External Engagement, CareerWise USA

#### Who we are:

[CareerWise](#) is a nationally-recognized nonprofit organization that creates life-changing opportunities for the youngest generation of America's workforce. We build industry-led, student-centered, modern youth apprenticeships through classroom and on-the-job learning providing flexible, alternative pathways to economic mobility. We have hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, our programs have launched in multiple states, leveraging our institutional knowledge, technology, and infrastructure.

#### Who We're Looking For:

We're seeking a highly motivated and proactive professional with a deep understanding of the federal legislative process, particularly how legislative offices and staff operate across both the House and Senate. You should have the ability to work independently, manage multiple projects, and engage with a variety of stakeholders, from legislators to funders and advocacy partners. A strategic thinker with a knack for building relationships, you are adept at turning minimal input into clear, actionable communication. You thrive in a fast-paced, results-oriented environment and are passionate about making an impact through federal advocacy. Additionally, you should be comfortable conducting research, gathering intelligence, and presenting key insights to inform organizational strategies. You approach all work with a commitment to bipartisanship and integrity, valuing input from a range of perspectives.

#### Job Summary:

Reporting to the Executive Vice President of CareerWise USA, the Director of External Engagement, CareerWise USA will play a key role in managing and advancing federal legislative affairs and advocacy efforts for the organization. Based in the DC area, this position is responsible for conducting legislative research, coordinating federal advocacy follow-ups, and supporting the organization's federal operations. You'll work closely with legislators and staff in both the Senate and the House, gathering crucial intel, coordinating events, and ensuring the organization maintains strong relationships with key federal stakeholders.

#### What You'll Be Doing:

##### Strategic Partnership Development:

- Partnership development and management with national industry, labor, research and advocacy organizations to advance CareerWise and its partners' mission and priorities.
- Actively engage with legislative staff and other federal partners, building relationships that allow for valuable insight into current political trends and the legislative landscape.
- Take a proactive approach to gathering intel on federal legislative actions, conducting informal research with legislative staff to stay updated on policy developments and emerging opportunities.
- Provide the team with key insider information that can shape federal strategy and advocacy efforts.

##### Legislative Research & Advocacy Follow-up:

- Conduct in-depth research on federal legislative matters, staying informed on current policy issues and developments that impact the organization's mission.
- Engage in federal advocacy follow-up, ensuring that outreach to lawmakers and their staff is timely,

relevant, and effective.

- Develop and maintain strong relationships with House and Senate staff, understanding their preferences for receiving communications and ensuring materials are appropriately tailored.

#### **Strategic Communication & Briefing:**

- Craft succinct, actionable briefs and memos for internal stakeholders, external partners, and key legislative players, minimizing the need for extensive input while ensuring clarity and accuracy.
- Prepare well-structured documents, proposals, and summaries that can be easily understood by legislative staff and other key decision-makers, even with minimal content provided.

#### **Event Coordination & Advocacy Gatherings:**

- In partnership with the marketing team, coordinate and manage advocacy events, meetings, and gatherings focused on federal affairs, ensuring the effective mobilization of stakeholders.
- Organize large-scale, multi-state events, working to identify appropriate funders and partners to support and enhance the events' impact.
- Facilitate invitations and coordination for large events, ensuring the participation of critical stakeholders, funders, and legislators.

May perform other duties as assigned.

#### **Skills and Qualifications:**

- **Experience in Federal Advocacy & Legislative Affairs:** Strong knowledge of how legislative offices and staff operate, with expertise in navigating the legislative process and effectively engaging with lawmakers in both the House and Senate.
- **Excellent Communication Skills:** Ability to craft concise, impactful communications for different audiences, from high-level internal stakeholders to external legislative contacts.
- **Event Coordination:** Proven experience in planning and executing large events, particularly those focused on advocacy, policy, or federal affairs, in collaboration with fundraising and events teams.
- **Research and Intelligence Gathering:** Ability to independently conduct thorough research, engage in conversations with key staff members, and gather critical insights that inform organizational strategy.
- **Proactive and Self-Directed:** A self-starter who can take the initiative in managing advocacy efforts, preparing materials, and driving projects forward with minimal direction.
- **Relationship Management:** Skilled at building and maintaining professional relationships with federal officials, legislative staff, and other key stakeholders.
- **Bipartisanship & Integrity:** A commitment to working across the political spectrum and acting with integrity, valuing input from a range of perspectives.

May perform other duties as assigned.

#### **Skills and Qualifications:**

- **Experience in Federal Advocacy & Legislative Affairs:** Strong knowledge of how Senate offices and legislative staff operate, with expertise in navigating the legislative process and effectively engaging with lawmakers.
- **Excellent Communication Skills:** Ability to craft concise, impactful communications for different audiences, from high-level internal stakeholders to external legislative contacts.
- **Event Coordination:** Proven experience in planning and executing large events, particularly those focused on advocacy, policy, or federal affairs.
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- **Proactive and Self-Directed:** A self-starter who can take the initiative in managing advocacy efforts, preparing materials, and driving projects forward with minimal direction.
- **Relationship Management:** Skilled at building and maintaining professional relationships with federal officials, Senate staff, and other key stakeholders.

**Key competencies to be successful in this role:**

- Operates with the highest level of integrity
- Minimum of 10 -years' relevant experience,
- Strong written and verbal communications skills
- Attention to detail and ability to manage multiple workstreams simultaneously
- Ability to prioritize, knows the highest value work
- Proven experience executing high-priority, cross-functional projects, with or without direct authority
- Compiles, analyzes, and translates complex data for planning and reporting purposes
- Quickly establishes trust and builds relationships with stakeholders, collaborators and team members; ability to motivate others.
- Empathetic mindset: able to listen to the needs of partners and teams and use that input to drive prioritization and change management
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) work and conversations
- Ability to draw best practices from experiences in non-profit sector, private sector and/or consulting
- Results oriented and self-driven
- Proficiency with project management and business tools such as Salesforce, Microsoft Office, Google Suite, Slack, Monday.com, and/or Jira.
- Comfortable with ambiguity and the need to adapt

**Additional considerations a plus:**

- Experience in nonprofit, education, and/or workforce work, particularly apprenticeships
- Community-minded and social advocate
- Experience working with hybrid teams
- Willingness to travel 3-5 times per year if/as needed

*The above statements are intended to describe the essential functions of the job being performed by employees assigned to this classification. The duties listed are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. With the evolution of the organization and this role, the responsibilities of this position may change at any time.*

**Location:**

This role is based in Washington DC or surrounding area.

**Compensation:**

The salary range for this role is \$85,000-\$135,000 annually; this role is not covered by the minimum wage and overtime provisions of the FLSA. CareerWise offers a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off.

**Working conditions and physical requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking and standing. Frequent use of eye, hand, and finger coordination for use of standard office equipment. Oral and auditory capacity required for interpersonal communication as well as communication through automated devices such as the telephone and online video conference platforms (like Google, Zoom, MS Teams, Webex, etc.)

*We are an Equal Opportunity Employer that values diversity at all levels. All individuals are encouraged to apply. If you need assistance or accommodation due to a disability, you may contact us at: [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)*



Director of External Engagement, CareerWise USA	FLSA Status: Exempt
Reports to: Executive Vice President, CareerWise USA	Pay Band:



**[INCLUDE THIS WITH THE JOB DESCRIPTION]**

**[IF POSTING A VACANCY INTERNALLY &/OR EXTERNALLY]**

**Interested?** We are excited to receive your application! Please [click on this link](#) to apply. Please upload a cover letter with your resume. In your cover letter, let us know why you are interested in working at CareerWise and what specific experience you have that uniquely qualifies you for this position. Applications will be accepted on a rolling basis through **Day, Month Day, 2024**.

**[IF POSTING A VACANCY INTERNALLY ONLY]**

**This position is currently open to internal candidates only.** Internal candidates must have a year or more of **[specific title or type of work]** work for CW.

Click on [this link](#) to apply. Be sure to upload your completed [Internal Transfer Form](#) and an updated resume.

The deadline to apply for this role is: **Day, Month Day, 2024**

**Contact for this role:** Name, Title

**Email:** name@careerwise

