Policy Analyst

REPORTS TO: Director of Early Childhood Initiatives  
DEPARTMENT: Policy  
STATUS: Full-Time  
COMPENSATION: $54,000 - $58,000  
JOB GRADE:  
FLSA CATEGORY: Exempt

LOP OR IC: Individual Contributor – establishes and promotes a reputation for integrity, diversity, inclusion, honesty, and reliability by demonstrating sound personal and business ethics and values.

Position Summary

The Policy Analyst serves as a staff member at will of the Colorado Children’s Campaign. In that capacity, the Policy Analyst works closely with Team Members across the Colorado Children’s Campaign and leads a cross-cutting portfolio of policy work including advocacy and support for early childhood, child and family health and resilience, youth success, and family economic prosperity. This position will be primarily focused on the early childhood portfolio but will include opportunities to work across all the Children's Campaign’s focus areas.

Essential Duties & Responsibilities

➢ Priority 1: Advancing Policy Agendas
  • Enhance the Colorado Children’s Campaign’s capacity to develop and advance policy change by assisting in the development and management of various coalitions, communicating with diverse partners, and coordinating policy advocacy strategies in partnership with internal Team Members and external organizations.
  • Support the Director of Early Childhood Initiatives and other staff members in the execution of strategies that advance the Colorado Children’s Campaign’s agenda through legislative and regulatory pathways, including research and analysis of state and federal policies, and the development of policy briefs, fact sheets, and other publications.
  • Participate with coalitions advancing child well-being issues, including planning convenings, communicating with coalition members, taking and sharing notes, and providing relevant updates to staff and community members.
  • Assist with the planning and execution of community sessions designed to inform, vet, and shape policy proposals.
  • Attend coalition and stakeholder meetings to collect data and represent the Colorado Children’s Campaign’s perspective.
• Elevate the sharing of stories from those most impacted by policy decisions, including growing relationships in the community, and deepen connections between policy conversations and lived experiences.
• Assist with drafting presentations for the KIDS COUNT in Colorado! report.
• Draft KidsFlash stories for the blog post.

➢ Priority 2: Collaboration

• Cultivate and maintain productive working relationships with key stakeholders in relevant policy areas, including community and advocacy partners, and, in partnership with the Senior Director of Policy and Government Affairs, policymakers at various levels.
• Work collaboratively with the Research Team to collect, review, organize and interpret local, state, and national data, research and policy trends and identify emerging issues that affect the well-being of Colorado kids.
• Work collaboratively with the Communications Team to develop stories for our electronic newsletter, social media content, policy and strategy updates to key partners, and public facing communications related to specific policy priorities and related state and national trends, including KIDS COUNT collateral.
• In partnership with the Advocacy Team, assist in the development and delivery of presentations to our grassroots network, It’s About Kids, and other supporters.
• Support the Development Team by providing policy and program information as requested for grant proposals and reports and, in partnership with relevant staff, fostering relationships with funders and donors.
• As needed and assigned, support our bill tracking process and Policy and Strategy Team discussions by assisting with agenda development and the taking of minutes.

Other Duties & Responsibilities

Other Duties/Responsibilities: Other assistance, as designated by the Director of Early Childhood Initiatives, to support the overall goals of the department and organization. The Colorado Children’s Campaign retains the right to add or change duties and/or responsibilities at any time.

Supervisory Responsibilities: None.

Budgetary/Fiscal Responsibilities: Acts as a good steward of the Colorado Children’s Campaign’s resources.

Responsibility for Confidentiality: The nature of this position requires safeguarding against the release of confidential and proprietary information of the Colorado Children’s Campaign.

Contact with Others: This position will interact with managers at all levels and staff members across the organization, in addition to members of external organizations and the public.

Work Location: Hybrid.
JOB REQUIREMENTS/EXPERIENCE

**Education:** 2-year degree required, 4-year preferred, in Political Science, Public Policy, Education, Early Childhood, Health, Social work, or any equivalent combination of education and/or experience.

**Experience:** 2-years of experience in public policy, research, quantitative and qualitative data analysis, advocacy, or communications on the state and/or federal level, project management and working in a nonprofit are strongly preferred, or any equivalent combination of experience, lived experience, and/or special skills.

**Knowledge, Skills, and Abilities:**

Basic computer skills including Microsoft Office Suite and knowledge of virtual platforms are preferred.

Requires organizational skills, written and oral communication skills, attention to detail, and ability to prioritize work and tasks. Requires adaptability to produce and meet deadlines in a fast-paced, multi-task and changing environment, and the ability to work independently and as part of a team. Requires the ability to embrace, support, and integrate the Colorado Children’s Campaign’s philosophies to promote and demonstrate its commitment to diversity, inclusion, equity, and anti-racism.

Bilingual (Spanish-English, Dari-English, or other languages) preferred.

**Schedule Availability:** Days.

**Licences/Certifications:** None.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.

Ability to speak, understand, and communicate in English effectively, in person and in writing. Ability to hear adequately in person and by phone, in personal and group settings, occasionally with a moderate noise level.

Ability to work with, and process information from, a variety of individuals and media (e.g., computers, projected images, printed materials), and sitting and/or standing up to 6 hours per day.

Mobility necessary to access various offices and a wide variety of meeting and settings. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, twisting, occasionally climbing stairs, or using an elevator, possibly reaching chest high and overhead for materials. Ability to reach for, move and/or lift up to 20 pounds and the use of hands to finger, handle, or feel objects, tools, or controls.

The Children’s Campaign is an equal opportunity employer. We value, honor, and celebrate all forms of diversity. Our organization is committed to pursuing its mission in a way that centers equity and the inclusion of voices and experiences of those most impacted by the inequities of our social institutions and systems. To do our best work, we seek to hire and retain staff that reflect the racial diversity and changing
demographics of our state. The Children’s Campaign does not and shall not discriminate based on race, ethnicity, color, religion, national origin, political affiliation, sex, sexual orientation, gender identity, marital, pregnancy or parental status, physical or mental ability, genetic information, age, membership in an employee organization, retaliation, military service, or another non-merit factor under applicable federal, state, or local laws in any of its activities or operations. These activities include, but are not limited to: advertisements for employment, hiring of staff, compensation, promotions, termination, and other conditions of employment; selection of volunteers, interns, and vendors; and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, community partners, donors, funders, and other supporters. Our policy reflects and affirms the Children’s Campaign commitment to the principles of fair employment and the elimination of all discriminatory practices.