



Policy Associate

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Policy Associate.

Reporting to the VP of Impact and Operations, this position is responsible for researching, monitoring, documenting, and analyzing policy issues, and pending, current, and recent legislation and events, at both the state and federal level relevant to WBDC's mission and its constituency (women entrepreneurs and child care providers).

WBDC is currently operating remotely and plans to return to the office when the situation allows. Once normal operations resume, this position will be based in WBDC's Stamford, New Have or New London office. Occasional travel to our offices and other locations across Connecticut will be required. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The role is part time at 24 hours (3 days)/week and the pay range is \$28-33/hour.

Duties and Responsibilities

- Prepare advocacy briefs and public testimony for CEO, self, and staff to deliver to Connecticut Legislature and U.S. Congress, based on tracking of relevant policy issues
- Engage in advocacy with public and elected officials
- Write and produce materials for WBDC constituencies to assist them in advocating for their interests
- Research and produce white papers on the challenges of small businesses and impact of WBDC's programs
- Coordinate and deliver advocacy trainings and events to WBDC community including staff, Board Members, volunteers, and ambassadors
- Engage in community outreach with WBDC constituencies and community partners; document insights and input on legislative policy priorities and communicate to WBDC Senior Leadership team and Program Managers to help guide pursuit of opportunities, program/class design, and grant proposals/reports
- Develop distribution lists of key policy contacts and seek additional ways to expand WBDC's policy reach in Connecticut and nationally
- Collaborate with Impact Team to develop/conduct surveys and focus groups to measure outcomes and determine constituent needs
- Represent WBDC at industry and coalition meetings
- Inform Senior Leadership team and Program Managers about policy issues and key legislation to help guide pursuit of opportunities, program/class design, opportunities relevant to clients, and grant proposals/reports
- Work with Marketing Team to provide key content as needed related
- Special projects as needed
- Perform other duties as required

Qualifications

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- At least 5 years of work experience in a related field, including but not limited to at least two years of public policy/advocacy, government relations, early childhood education, small business/entrepreneurship, etc.
- Excellent writing, organization, and presentation skills
- Strong research and analytical skills, with ability to read, analyze and summarize legislation
- Strong interpersonal and communication skills, and ability to build trusted relationships
- Communicate effectively with diverse populations, and across a range of stakeholder groups
- Familiarity with small business development and/or child care industry
- Develop or deepen knowledge and understanding of child care and entrepreneurial ecosystems in Connecticut
- Fluency in English and Spanish, verbal and written strongly preferred, fluency in another language a plus
- Proficiency with Microsoft Outlook, Word, and PowerPoint
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations.

About Us

Headquartered in Stamford with regional offices in New Haven and New London, WBDC is the statewide leader of entrepreneurial education for women. For over 20 years, we have provided women with the skills, resources, and networks to succeed in business. WBDC has supported economic development by assisting in the creation, sustainability, or expansion of more than 6,500 businesses and 8,750 jobs, and helping businesses to access more than \$24,900,000 in loans and grants.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a small team of over 25 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates that are familiar with this job posting and excited by this opportunity should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC EXECUTIVE ASSISTANT in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.