



**SENIOR GOVERNMENT RELATIONS ASSOCIATE**  
Washington, DC

The Children's Partnership (TCP) is seeking a highly motivated professional to help advance our policy and advocacy goals and mission at the state and local levels. Under the direction of senior leadership, the Senior Government Relations Associate works on a broad range of child health, child welfare, and technology areas impacting underserved children, with a primary focus on federal and state work. This position communicates research findings and policy recommendations to congressional and other policymakers and staff, works to strengthen TCP's coalition efforts with national organizations, and identifies opportunities to work with other groups and constituencies. Responsibilities include research & analysis, writing, project management, legislative & appropriations monitoring & tracking, relationship development & management, strategy development, and maintaining a presence for TCP in Washington, DC.

**PRIMARY RESPONSIBILITIES**

- Monitor federal legislation that is relevant to TCP's agenda & provide synopses to TCP staff.
- Draft legislative updates, public comments & other written materials to support TCP's policy agenda.
- Provide technical assistance and information to partner organizations engaged in the debate around children's health & access to technology.
- Build external partnerships with key national & DC-based organizations to collaborate on program research or advance key advocacy goals.
- Engage in direct legislative and/or administrative advocacy to maintain and advance key policy priorities and outcomes for children in federal policy.
- Provide briefings to TCP staff on TCP's national policy priorities and strategic interests by monitoring DC-based events and covering those that are relevant.
- Represent TCP at meetings, policy briefings & other external events and maintain DC presence.
- Participate in the execution of relevant funder activities with TCP's development team.
- Write high-quality briefing documents, public education and media/communications materials & other products.
- Participate in the production & dissemination of materials & outreach—including press, website & social media—with TCP's communications team.
- Assist with select special projects.
- Participate in and lead internal & external meetings.

**Full-time Position. Reports to Policy & Government Relations Manager.**

**Salary: Commensurate with experience. Excellent health, retirement & other benefits. Some travel required.**

**QUALIFICATIONS**

- Informed working knowledge of TCP's policy areas (children's health, digital access, or child welfare) & DC interests (legislative & appropriations process, key players, partners, etc.)
- Excellent writing, research, project management & analysis skills
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple projects simultaneously
- Strong oral communication & public speaking skills
- Comfortable working virtually with colleagues
- Strong familiarity with the legislative & appropriations process, California's a plus
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas
- Strong track record in working with coalitions and managing relationships with stakeholders
- Ability to think strategically and provide thoughtful input to a broad range of internal and external audiences across all levels of management
- Faculty with multiple forms of social media

**EDUCATION & EXPERIENCE**

- Bachelor's degree; Master's preferred
- At least three (3) years experience (5 preferred) in social/health policy, advocacy, and/or related field
- Commitment to & experience with nonprofit organizations

**APPLICATION PROCESS**

Email resume, cover letter summarizing interests & qualifications, and brief writing sample to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Senior Government Relations Associate" in the subject line. No phone calls, please.

**ABOUT THE CHILDREN'S PARTNERSHIP**

Based in California and Washington, DC, The Children's Partnership improves the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.