

Policy and Research Manager



Organization Texas Network of Youth Services (TNOYS)	Date January 2022
Position Title Policy and Research Manager	Location Austin, Texas

POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks a Policy and Research Manager to enhance our policy work to improve the outcomes of Texas youth and young adults (YYA) and our advocacy work done alongside our diverse network of youth-serving organizations and the YYA they serve. Policy and Research Manager will (a) Manage the execution of TNOYS policy research; (b) manage the execution of TNOYS policy and legislative advocacy; and (c) provide support on other initiatives of TNOYS' Policy strategy and TNOYS as a whole. The position works with various internal TNOYS teams and external organizations and partners to advance integrated policy issue campaigns, maximize outcomes, and conduct systems change. Since 1980, TNOYS has led the charge to strengthen and support the organizations that work for and with Texas' most resilient youth and young adults to ensure their success. This work is guided by four priorities: equity and inclusion, youth voice and youth-adult partnership, research and performance-driven programming, and cross-systems collaboration. These priorities drive TNOYS' strategy to advance systems change in the following youth-serving systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services. **Individuals with lived experiences with these systems are strongly encouraged to apply.**

Reports to: Director of Public Policy

Principal Responsibilities:

Manage the execution of TNOYS policy research

- Conduct policy research to support current projects and develop new proposals.
- Collect, analyze and manage data from various sources to support or develop TNOYS policy priorities.
- Synthesize research findings and complex policy information into consumer-friendly plain language.
- Develop, and support the development of, reports, policy briefs, infographics and other policy and research collateral to support the advancement of TNOYS' policy strategy.
- Lead YYA participatory action research projects in collaboration with the Partnerships team.
- Review and provide analysis of proposed legislation.

Manage TNOYS policy and legislative advocacy

- Develop and maintain a deep understanding of YYA Homelessness policy and practice in Texas, including how youth homelessness intersects with the other youth-serving systems in which TNOYS works.
- Coordinate and facilitate the TNOYS-led Statewide Collaborative on Youth Homelessness.
- Represent TNOYS on local and state workgroups as they relate to homelessness, and help to ensure learnings in local communities are shared across communities.
- Develop and maintain TNOYS relationships with key stakeholders.
- Ensure TNOYS continues to be the state leader on YYA Homelessness.
- Manage TNOYS bill tracking and bill analysis.
- Build relationships on behalf of TNOYS with key legislative offices and identify opportunities to build and strengthen relationships between TNOYS members and relevant legislative offices.
- Develop and coordinate advocacy strategies with partners and stakeholders.
- Track engagement with TNOYS members, stakeholders and legislative offices through Salesforce.

Support other initiatives of TNOYS' Policy strategy

- Coordinate legislative and policy updates to TNOYS membership and the youth and young adults in our network.
- Support implementation of state and federal legislative and regulatory policy changes as they relate to youth services, including educating TNOYS staff, members, and other stakeholders on the changes.
- Support TNOYS team in the development, coordination, and execution of TNOYS Week of Action for Youth advocacy week, bringing YYA and TNOYS members to the capitol to advocate in support of the TNOYS policy agenda.
- Collaborate with the Young Adult Leadership Council (YALC) and other YYA in our network, to ensure YYA are embedded across our policy work.
- Identify and support relevant TNOYS members and YYA to contact legislators or testify in support of TNOYS policy priorities.
- Sustain and expand collaborations with local, state and national coalitions, committees, and other organizations that work across youth-focused systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services.
- Represent TNOYS at relevant stakeholder meetings, coalitions, and events.
- Support other TNOYS initiatives and projects as assigned.

Qualifications:

- Bachelor's degree required; advanced degree(s) preferred in a relevant field such as public policy, law, social work or public health. Lived experiences can be substituted for educational requirements.
- Minimum 3 years of policy, advocacy, research, or legislative experience.
- Ability to build effective and strategic partnerships with a wide range of partners (public sector, private sector, plural sector, etc.).
- Comfortable in a fast-paced start-up atmosphere and remote work environment.
- Excellent oral and written communication skills & excellent organizational and time management skills.
- Strong interpersonal skills and ability to work in a team environment.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Knowledge of or experience working in the youth homelessness space preferred.
- Demonstrated understanding of the legislative process.
- Demonstrated experience with grassroots and grassroots coordination and campaigns.

Salary & Benefits:

Competitive annual salary of \$50,000 - \$60,000 annually, depending on qualifications. Comprehensive benefits package, including medical and dental coverage, and generous vacation, etc.

How to Apply:

To apply, please send a resume and cover letter to resumes@tnoys.org and write "Policy and Research Manager" in the subject of email. The proposed start date of the position is March 1, 2022 or earlier if possible. Applicants will be screened on a rolling basis and interviews will be scheduled as qualified applicants are identified. **The final date to submit your application is January 31, 2022.**

About TNOYS:

TNOYS works to strengthen services and support for Texas youth and families to help them overcome challenges and achieve healthy development. We work with young people across Texas to center their voices in the policies and programs that most affect them. Our network of members share a vision of Texas where all youth and young adults are valued, their strengths are recognized, their voices are heard and respected, and they have access to the resources, opportunities, and support they need to meet their goals.

TNOYS is an equal employment opportunity employer and strongly encourages diverse candidates to apply. TNOYS does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.