

Policy Manager



Organization Texas Network of Youth Services (TNOYS)	Date April 2026
Position Title Policy Manager	Location Austin, Texas

POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks a Policy 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. Since 1980, TNOYS has led the charge to strengthen and support the organizations that work for and with Texas' most resilient YYA to ensure their success. TNOYS works 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. The Policy Manager will develop and maintain expertise in youth services policy, and should have policy expertise in one or more of TNOYS' focus systems. In addition, the Policy Manager will manage the execution of TNOYS policy and legislative advocacy while leading and executing TNOYS Day of Action for Youth, and supporting 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 promote systems change. Individuals with lived experiences with systems are strongly encouraged to apply.

Reports to: Director of Public Policy

Principal Responsibilities:

Manage TNOYS policy and legislative advocacy

- Manage the development, coordination, and execution of TNOYS Day of Action for Youth, bringing YYA and TNOYS members to the Texas Capitol to advocate in support of the TNOYS policy agenda.
- Develop and maintain TNOYS relationships with key stakeholders.
- 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.
- Coordinate legislative and policy updates to TNOYS membership and the youth and young adults in our network.
- Develop and coordinate advocacy strategies with partners and stakeholders.

- Identify and support relevant TNOYS members and YYA to contact legislators or testify in support of TNOYS policy priorities.
- Track engagement with TNOYS members, stakeholders, and legislative offices through Salesforce.

Support research and cross-systems collaboration across TNOYS' Policy strategy

- Manage the TNOYS-led Statewide Collaborative on Youth Homelessness.
- Manage TNOYS policy strategy and relevant research around identified focus areas
- Represent TNOYS on local and state workgroups related to the policy manager's focus.
- Develop and support the execution of reports, policy briefs, infographics, and other policy and research collateral to advance TNOYS' policy priorities and agenda.
- Develop and maintain TNOYS relationships with key stakeholders.
- Conduct policy research to support current projects and develop new proposals.
- Lead YYA participatory action research projects in collaboration with the Partnerships and Practice teams.
- 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.
- Collaborate with the Young Adult Leadership Council (YALC) and other YYA in our network, to ensure YYA are embedded across TNOYS policy work.
- 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.

Remote work:

TNOYS has a remote work environment and allows employees to work from anywhere in Texas, with some travel and in-person meetings required. Due to the nature of the Policy Manager position, strong preference will be given to candidates who live within commuting distance of the Texas Capitol in Austin, TX.

Salary & Benefits:

Competitive annual salary of \$50,000 - \$64,000 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 Manager" in the subject of the email. The proposed start date of the position is July 6, 2026. 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 May 7, 2026.**

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.