



Child Care Aware of Washington

Job Description

Position Title: Mobilization Manager

Reports to: Director of Policy & Advocacy

Employment Status: Full-time

FLSA Status: Exempt

Summary Description of Position as Program Manager: The Child Care Aware of Washington Mobilization Manager is responsible for coordinating all mobilization activities within the CCA of WA system, that results in enhanced and expanded advocacy on behalf of the child care industry statewide.

Internally this position works closely with the CCA of WA Advocacy, Communications, and Engagement (ACE) Team. Externally the Mobilization Manager supports six regional Child Care Aware programs and their Advocacy Leads with recruitment, training, support and coordination of local child care advocates. The Mobilization Manager is also expected to work with CCA of WA partners and policymakers on the local, state and federal levels to advance the policy priorities of the child care system.

Agency Competencies and Skills Required for this Position:

- Ability to build strong working internal and external relationships
- Demonstrated commitment to racial equity
- Proficiency tracking and coordinating multiple activities and engagements statewide
- Ability to work effectively under pressure while being responsive to customers
- Excellent organization skills
- Proficiency in writing, materials development, Excel proficiency
- Familiarity with Washington's child care system
- Strong policy development skills
- Ability to effectively communicate with a diverse group of stakeholders.
- Excellent report writing skills
- Ability to take ideas to action and manage projects to completion
- Ability to synthesize and prioritize multiple perspectives
- Innovative in developing solutions
- Collaborative style with respect for diversity
- Strong knowledge of data collection, compilation and analytical techniques
- Ability to manage change in a dynamic environment

Essential Functions:

Advocacy Mobilization

1. Recruit, train, support, coordinate and deploy child care advocates to local community policymakers throughout the state of Washington.
2. Build effective relationships with CCA of WA's regional programs; supporting and coordinating their mobilization efforts.
3. Manage constituent engagement with all of Washington's state and federal elected officials.
4. Develop and execute community-based advocacy trainings and forums.
5. Ensure that communities farthest from opportunity are prioritized for engagement.
6. Tailor community engagement to ensure effective mobilization, particularly with communities who do not represent white dominant culture.



7. Work with the Director of Policy & Advocacy and the Director of Data and Evaluation to track and prepare reports.

System Collaboration

8. Build relationships with CCA of WA advocacy partners to expand our advocacy reach.
9. Work with Washington Communities for Children and the Early Learning Action Alliance to advance the policy priorities of the early childhood education field.
10. Work with parents and child care providers to ensure that policy development and advocacy activities reflect the reality on the ground.
11. Support CCA of WA Advocacy Leads in creating and implementation of local advocacy plans.
12. Partner with CCA of America, and other partners, to mobilize advocacy efforts on the federal level.

Advocacy, Communications, and Engagement Team

13. Work with the Director of Engagement and the Engagement Specialist to engage employers and local business leaders as advocates for child care.
14. Work with the Director of Engagement and the Communications and Marketing Manager to expand the media presence of the child care field.
15. Work closely with the ACE Team to identify and engage advocacy opportunities as they emerge.

Policy Development and Direct Lobbying

16. Assist the Director of Policy & Advocacy with all policy development processes, both internal and external.
17. Help develop policy materials and advocacy toolkits.
18. When necessary, represent CCA of WA at policy discussions and tables.
19. When necessary, represent CCA of WA with direct lobbying of policymakers.
20. Build relationships with counterparts within the Department of Children, Youth & Families, the legislature, other state agencies and more.
21. Assist the Director of Policy & Advocacy with engagement of Washington's congressional delegation.

General function requirements:

22. Track all CCA of WA advocacy activities and enter data as appropriate.
23. Manage advocacy campaigns, organize all inputs and outputs, and proactively report out to the CCA system.
24. Other duties as assigned.

Work Experience and/or Training:

- Experience with mobilizing advocates and communities to build community-driven movements.
- Effective project/campaign management skills.
- Strong group facilitation skills, both in-person and virtually.
- Demonstrated ability to build effective collaborative working relationships with stakeholder and external partner organizations.
- Experience with engaging and supporting oppressed communities and populations with the goal of empowering their voices. Possess a collaborative style with respect for diversity.
- Experience with engaging policymakers directly.
- Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with the public.
- Familiarity with Washington's child care system.
- Education in Early Childhood Education or related field, including experience working in the early learning space is preferred
- Fluency in a language other than English is a plus



This position will require some evening and weekend work throughout the year.

SALARY RANGE: \$63,000 to \$70,000

HOW TO APPLY:

Child Care Aware of Washington is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, people who speak a second language and people with disabilities to apply. Send resume and cover letter to Alan Strand Director of Finance & Accountability at Careers@childcareawarewa.org. For more information, check our website at <https://childcareawarewa.org/about-us/>