



BCDI
Black Child Development Institute
CLEVELAND

BLACK CHILD DEVELOPMENT INSTITUTE
CLEVELAND AFFILIATE
(BCDI-CLEVELAND)

PART-TIME POLICY ADVISOR - JOB DESCRIPTION

Location: NORTHEAST OHIO

Who We Are

The Black Child Development Institute – Cleveland, an affiliate of the National Black Child Development Institute (NBCDI), was established in 2017 to improve and advance the quality of life of African American children and their families. BCDI- Cleveland along with NBCDI recently released [State of The Black Child Report Card – Ohio](#) in 2020, which highlights the racial disparities that affect learning outcomes for Black Children and families. The report provides parents, caregivers, advocates, community leaders and policymakers with high-priority policy recommendations to improve education, health and family support systems for black Children and families. BCDI Cleveland has a staff of volunteers working throughout the State that facilitates programming and policy initiatives.

Position Summary

BCDI-Cleveland seeks a seasoned professional to serve as its Policy Advisor to lead its policy portfolio to improve the education, health and economic wellbeing of children and families in Cleveland and throughout Ohio. The Policy Advisor will be responsible for the development of short and long-term policy goals, research, data analysis, crafting of policy recommendations, educational meetings with policymakers and staff, writing policy materials, making oral presentations at advocacy coalitions and with policy stakeholders, and conducting other advocacy strategies that improve the well-being of Black children and families in Ohio. The position will report to the President of the Board of Directors of BCDI-Cleveland.

Responsibilities Include

- Participate in and assist in the development and implementation of strategic plans for the growth of the organization, including plans to expand membership, outreach, programs, fundraising, and paid staff;
- Represent BCDI-Cleveland in state and local policy and advocacy coalitions and with local, statewide, and national stakeholders and decisionmakers to educate them on changes needed to legislation, policies and practices, particularly related to maternal, infant and children's health, early care, education, housing, and family and economic support and other policies impacting Black children and families in Ohio;
- Lead policy initiatives by developing short and long-term goals, crafting work plans, identifying policy priorities, and implementing legislative and administrative advocacy strategies to improve the wellbeing of children and families in Ohio
- Represent BCDI-Cleveland in community settings and other forums to expand BCDI's membership, visibility and partnerships;
- Develop and participate in fundraising activities, including revenue-generating events with community partners and grant opportunities;
- In partnership with the operations and finance consultants, track grant deliverables and report on our impact to funding partners as needed
- In partnership with the communications consultants, conduct media interviews and develop content for campaigns including videos, blogs, op-eds, social media posts, and other materials, as needed.

Required Qualifications, Skills & Experience

- Bachelor's Degree with at least 2-years of experience working in early childhood, health and economic mobility policy;
- Strong commitment to the mission of BCDI-Cleveland and the advocacy of policies and programs that advance the health and well-being of Black children and their families in Ohio;
- Strong writing, research, and data analysis skills.

- Strong event and project management skills;
- Strong experience in building relationships with community members and partners and in organizing, motivating and connecting with staff, BCDI members, and communities;

Required Qualifications, Skills & Experience *(continued)*

- Strong verbal communication skills;
- Excellent organizational and problem-solving skills and ability to manage multiple tasks with initiative;
- Demonstrated ability to work successfully with a diverse group of stakeholders.
- Experience building coalitions and developing and executing strategies for moving a policy agenda forward;
- Proficient in Microsoft Office products, Google docs, Facebook, Instagram, and other social media platforms and a quick ability to learn and adapt to new technology and software.

This is a part-time position comprising approximately 20 hours per week, requiring some travel and the ability to work virtually, in-person and during some nights and weekends.

Salary Range: Salary is commensurate with experience.

Flexible Hours

Leadership-Building Support

Please send a resume and brief cover letter to: Gloria.Blevins@affiliates.nbcdi.org
By COB of Friday, January 22, 2021