



GENERATION CITIZEN

ASSOCIATE DIRECTOR, COALITIONS & POLICY RESEARCH

Location: Remote, with preference to be located in one of GC's regions
(Austin, Boston, New York City, Oklahoma City, Providence or San Francisco Bay Area)

ABOUT THE ROLE:

The Associate Director, Coalitions & Policy Research will be an initiative-oriented, results-driven, collaborative leader who is excited to drive systems change through building strategic coalition relationships and leading innovative civics education policy research that can influence civics education policy, particularly at the federal and state levels. As a key member of a growing team, this position will be responsible for driving national coalition expansion and activation, establishing and managing equity-oriented policy research priorities, and providing regional support in cultivating coalitions and local networks. The ideal candidate will bring expertise and interest in deeply engaging the most directly impacted stakeholders in our coalition work, namely teachers, parents, and students, as spokespersons and co-designers in the agenda-setting process of establishing and championing policy priorities.

The Associate Director, Coalitions & Policy Research will report to the Senior Director, Policy & Advocacy and work closely with the Associate Director, Campaigns; the Manager, Alumni and Youth Voice; the Communications Manager; and other members of our national and regional teams.

RESPONSIBILITIES:

Drive national coalition expansion and activation

- Lead the process of recruiting additional members for 50x2026 national coalition, particularly from democracy reform, civil rights, racial justice, and youth organizing groups
- Expand use and reach of Equity in Civics research and white paper, particularly among national policymaking bodies, legislative associations, and coalition groups
- Help create and disseminate policy briefs across GC regions and other strategic regions, such as areas where GC conducts remote programming

Provide regional support in coalition development

- Creating and reviewing templates for coalition meeting agendas
- Support establishing coalition communications infrastructure (listservs, newsletters, etc.)
- Consult on coalition member recruitment, how to best initiate and manage subgroup structures (working groups, committees, etc.)
- Support GC regions and other strategic regions with potential for high-opportunity civics campaigns through strategic advising, and where needed, resource creation

Establish and manage policy research priorities

- Conduct and produce policy research (briefs, white papers, etc.) for equity-oriented, civics education policy
- Manage legislative tracking of civics education policy at the federal and state level
- Create and circulate internal communications on key policy trends and developments (i.e. through Slack, email correspondence, or alternative communication mediums)

- Support the development of communications strategy around thought leadership and public narrative resources (op-eds, conference presentations, policy reports)
- Cultivate strong relationships with legislative champions and partner with members and their staff to draft model legislation, co-create amendments, etc.

QUALIFICATIONS:

- 5+ years of professional experience in leading state-wide coalitions or managing an issue-based campaign with diverse stakeholders, preferably within education policy
- Experience conducting research and writing policy reports, op-eds, and/or white papers

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- Passionate about Generation Citizen's mission and a commitment to diversity, equity, and inclusion
- Experience working towards individual and shared goals while remaining people-focused and empathetic to the needs and experience of others
- Eagerness and ability to build strong relationships within the organization, as well as externally with partner organizations and policymakers
- Strong written and oral communication skills and ability to maintain professionalism with diverse stakeholders; strong visual communication skills a plus
- Strong time management skills and ability to stay organized while managing diverse tasks, activities, and projects; strong attention to detail
- Process oriented and capable of implementing and maintaining strong systems
- Comfortable working with diverse stakeholder groups, including students, parents and educators, and motivating those groups towards a common goal
- Ability to recruit and steward inclusive coalitions with diverse membership bases
- Strong situational judgment and decision-making skills, informed by multi-dimensional stakeholder and environment analysis

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent Manager will reach out to qualified candidates to schedule a phone screen. **We would appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Associate Director, Coalitions & Policy Research in seat by **August 16**. We encourage applicants to submit their applications early.