



POSITION TITLE: Workforce Policy Director

REPORTING TO: Vice President

LOCATION: Washington, DC

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies, America's Black think tank, provides compelling and actionable policy solutions to eradicate persistent and evolving barriers to the full freedom of Black people in America. We are the trusted forum for leading experts and scholars to participate in major public policy debates and promote ideas that advance Black communities. We use evidence-based research, analysis, convenings, and strategic communications to support Black communities and a network of allies.

Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center focuses on the future of work in Black communities, the impact of economic policies on Black communities in the wake of the COVID-19 pandemic, technology policy and Black communities, congressional staff diversity, and Black presidential appointments.

POSITION SUMMARY

The Joint Center's growing program on the Future of Black Workers develops and disseminates data and solutions to mitigate challenges and maximize opportunities for Black workers.

The Director will lead the Joint Center's program on the Future of Black Workers to provide leadership on the national debate. The Director will be responsible for coordinating activities to examine the changing nature of work for Black workers, including how automation, higher education, and evolving social contracts between employers and employees affect the advancement of Black workers. The Director will work with other members of the Joint Center team to build a research and

policymaking agenda that leads to increasing the socioeconomic status of Black workers.

Key Responsibilities include:

- Develop, implement, and manage the production and distribution of various written products—such as reports, issue briefs, columns, and op-eds—that translate complex issues, policies, and analyses into digestible information for different audiences.
- Represent the Joint Center in media and at conferences, public events, legislative hearings, and other meetings.
- Build, maintain, and convene networks of external stakeholders, including advocates, scholars, philanthropists, and policymakers who are interested in issues affecting Black workers.
- Build, manage, and grow a team of internal and external experts to support and grow the impact of the Joint Center’s Future of Black Workers program.
- Work with the Vice President of Development to engage in donor research, relationship management, and solicitation activities to ensure the sustainability and growth of the program.
- Serve as a member of the Joint Center’s leadership team, ensuring that the Joint Center’s work has maximum impact in service of Black communities.
- Perform other duties as assigned.

QUALIFICATIONS

- **Graduate Degree** in a relevant field.
- **At least seven years of experience in research or policy** on relevant topics such as higher education, workforce development, and/or automation and the future of work.
- **Experience completing evidence-based written analysis on topics relevant to the position**, including higher education, workforce development, and/or automation and the future of work.
- **At least 5 years of relevant leadership experience**, including experience building, growing, and managing teams, and soliciting support from multiple sources.

- **Experience presenting ideas and arguments** that will engage and be understood by the appropriate audience.

THE IDEAL CANDIDATE WILL ALSO BE:

- **Mission Driven:** The successful candidate will be interested in the advancement of African American communities, and have the ability to collaborate closely with organizations that serve African American communities.
- **An inclusive and collaborative leader & colleague:** The ideal candidate will be visionary and forward-thinking, and will inspire team members to make an impact on the future of Black workers through research, analysis, and engagement.
- **A respected researcher:** We seek a candidate who is focused on evidence-based and results-oriented research and solutions. This position requires intellectual curiosity, an ability to scrutinize and question facts and theories of experts, an ability to explain and defend one's position, humility to embrace the learning of new skills and approaches, and a desire to grow as a researcher.
- **A skilled writer and editor:** The successful candidate will tailor writing styles to comport with the voice and style of the Joint Center for reports, policy briefs, grant reports, blogging, and press releases, etc., and provide concise, in-depth analysis and sharp, practical, and actionable policy recommendations.
- **An Exceptional Public Speaker:** The successful candidate will have experience with and an interest in public speaking and interacting with the media.
- **An Engaging Manager:** The candidate will demonstrate an ability to build and engage a community of experts interested in the future of work and Black workers, commission research projects and manage external researchers, and manage and facilitate the professional growth of internal policy analysts and research assistants as the program grows.
- **Committed to Community & Collaboration:** The candidate will have an ability and willingness to collaborate closely on projects of mutual interest with other stakeholders and organizations.

HOW TO APPLY

Interested applicants should send a resume, cover letter, a listing of relevant published works with hyperlinks (e.g., policy reports, policy briefs, and shorter works like newspaper commentaries and blog posts), and a listing of relevant media or event appearances (with hyperlinks to any video or audio available) as **one document** to

the Joint Center at recruiting@jointcenter.org in PDF format with “Workforce Policy Director” in the subject line. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

JOB-TYPE, SALARY, & BENEFITS

This is a full-time position. The salary for this position will range from \$90,000 - \$125,000 based on experience, and comes with an excellent benefits package that includes health, vision, dental, and life insurance.

The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.