

Project Manager, Policy

The New Jersey Council of County Colleges seeks a Project Manager, Policy to join a team of committed professionals to support and strengthen the work of the state's community colleges. The Project Manager, Policy, will support the Council's efforts to develop and implement a state policy agenda; to monitor and inform state legislation, state budget, and state policy decisions; to conduct research on policy issues impacting community colleges; and to promote engagement of community college leaders with state and federal policy makers.

The Project Manager, Policy will report to the Chief of Innovation and Partnerships at the Council.

Development of State Policy Agenda: The Project Manager will provide critical staff support to the Council's efforts to develop and implement an ambitious state policy agenda. The Project Manager will work with Council staff and with input from the Council's State and Federal Policy Committee, the Presidents, and the Council's Executive Committee. The Project Manager will conduct research as needed to support the development of the state policy agenda and contribute to the development of a strategy for achieving the state policy agenda.

Strategy Implementation: The Project Manager will engage with members of the legislature, legislative staff, and staff of the executive branch to advance the Council's policy agenda. The Project Manager will arrange for meetings with members of the legislature, legislative staff, and staff of the executive branch, and work with Council staff to prepare Presidents and Trustees to participate in the meetings. The Project Manager will draft written materials to support strategy implementation and will engage with other organizations in support of the policy agenda.

State Legislation and Policy Decisions: The Project Manager will be responsible for tracking all legislation impacting community colleges in the State Senate and the Assembly and provide regular written updates on legislation to be distributed to the State and Federal Policy Committee, Presidents, Executive Committee, the Council, and key college leaders. The Project Manager will conduct research on pending legislation and other policy matters, including obtaining input and guidance from community college staff and leaders, and contribute to the development of policy positions on key legislation and policy matters. The Project Manager will provide written updates on time sensitive policy developments and will communicate and obtain input from the State and Federal Policy Committee on time sensitive matters. The Project Manager will represent the Council at legislative committee hearings and other meetings as needed.

State Budget: The Project Manager will play a key role in the Council's efforts to ensure that the state makes an appropriate investment in community colleges and students in the state budget. The Project Manager will conduct research to inform the development of the Council's annual budget request to the Governor and the legislature. The Project Manager will help coordinate the Council's efforts to ensure the community college perspectives and needs are considered by the Governor's Office and legislature in the development of the state budget. The Project Manager will arrange for meetings with members of the legislature, legislative staff, and staff of the executive branch and work with Council staff to prepare Presidents and Trustees to participate in the meetings.

Engagement: The Project Manager will help lead the Council's efforts to engage with members of the state legislature and to support efforts of community colleges to engage with legislators. These efforts will focus on helping to ensure that members of the legislature are well informed of the role of community colleges in New Jersey and of the critical policy issues impacting their work. The Project Manager will work with staff of the Council

to organize events and convenings to support engagement of Presidents, Trustees, college leaders, and students with members of the legislature.

Federal Policy: The Project Manager will monitor critical policy matters at the federal level that impact community colleges. Working with Council leadership, the Project Manager will connect with national community college associations and help ensure that New Jersey community colleges are informed of and engaged with the state's congressional delegation on key matters. The Project Manager will conduct research and prepare written summaries of federal policy matters as needed. The Project Manager will play a key role in organizing the Council's participation in the annual National Community College Legislative Summit.

The Project Manager, Policy will work to help connect the work of the Council, its Consortium for Workforce and Economic Development, and New Jersey's community colleges to national organizations and thought leaders to support key priorities, projects, and initiatives.

The Project Manager, Policy will play an important role in realizing an ever-expansive vision of the future of higher education; a future that is equitable, agile, collaborative, and innovative, and that prepares individuals, at varying stages of their lives and careers, for success in an increasingly diverse society and global economy.

Minimum Qualifications:

Education/Experience:

- Bachelor's degree and four years of experience in policy development and analysis, with a focus on higher education, education, workforce development, or related areas.
- Associate's degree and six years of experience in policy development and analysis, with a focus on higher education, education, workforce development or related areas.
- Knowledge of policy issues impacting community colleges required.
- Experience in working with the New Jersey State Legislature strongly preferred. Relevant issue advocacy, intergovernmental affairs, and campaign experience will also be considered.

Candidates must have:

- Organization, analytical, and interpretive skills.
- Experience working with diverse teams.
- Excellent writing and communication skills.
- Demonstrated ability to work under changing priorities and manage multiple tasks and deadlines.
- Well-honed problem-solving skills.
- Knowledge of and experience with cutting-edge higher education and workforce development strategies.
- Demonstrated commitment to innovation.
- Strong commitment to expanding economic opportunity and addressing equity gaps.

To apply:

- Submit cover letter and résumé. <https://www.indeed.com/job/-167d3faf81062680>
- Review of applications will begin immediately and continue until position is filled.

Job Type: Full-time

Location: Hamilton, New Jersey, In-person

About the Council: The New Jersey Council of County Colleges was created by state statute (18A:64A-26) in 1989. The Council, a body corporate, operates under bylaws approved by its membership and has tax-exempt status under Section 501-C-3 of the IRS Code. The Council joins the leadership of trustees and presidents to strengthen and support New Jersey's network of community colleges.

New Jersey's community colleges are essential institutions of higher education and economic opportunity, able to reach a significant proportion of the state's population and to offer high quality education that serves the needs of students, employers, and local communities. Created in the 1960s, New Jersey's community colleges now enroll more than 180,000 students at over 60 campuses throughout the state, making them the largest provider of higher education in New Jersey. The mission of the New Jersey Council of County Colleges is to provide statewide leadership for the advancement of the eighteen community colleges of New Jersey and perform sector coordinating responsibilities as required by state law.