

POSITION DESCRIPTION

<u>POSITION TITLE</u>	Manager of Public Policy and Advocacy
<u>REPORTING TO</u>	Director of Communications and Advocacy
<u>ORGANIZATION</u>	Association of Science-Technology Centers www.astc.org
<u>LOCATION</u>	Washington, DC
<u>POSITION TYPE</u>	Full time, 40 hours per week, exempt
<u>SALARY</u>	\$50,000 - \$65,000 (commensurate with experience)

The Association of Science-Technology Centers (ASTC) is a professional membership organization that supports the future success of science centers, science museums, and related institutions dedicated to public engagement with science. ASTC encourages excellence and innovation in science learning by serving, linking, and advancing the common goals of its members in North America and across the globe. Through strategic alliances and partnerships, ASTC supports its members in addressing global challenges locally through community engagement with science and technology. ASTC works with its members in advancing equity, inclusion, and accessibility with the diverse communities and among everyone who visits and works in science centers and science museums.

Founded in 1973, ASTC now supports nearly 700 members, including nearly 500 science centers, science museums, and related institutions, such as nature centers, aquariums, planetariums, zoos, botanical gardens, and natural history and children's museums. ASTC members also include companies and nonprofit organizations that support science learning. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC is engaged in a transformative process to implement a new strategic direction for the association to better support its members. ASTC is building capacity across the organization towards its future efforts to:

- Make the case for the work of science centers and museums
- Identify future trends and frontiers, and help ASTC members prepare, respond, and lead
- Connect ASTC members—including current and future leaders—for idea exchange, learning, and collaboration

To support ASTC in making the case for the work of science centers and science museums in the context of this new strategic direction, ASTC is seeking an experienced professional to serve as its Manager of Public Policy and Advocacy, leading the organization's revitalized approach to public policy and advocacy with the United States Federal Government, and organizing and supporting ASTC members in North America and throughout the world in advancing their policy objectives at the local, state, and national levels.

SCOPE AND RESPONSIBILITIES

With ASTC's Director of Communications and Advocacy, the Manager of Public Policy and Advocacy will be responsible for ASTC's efforts to champion and make the case for the work of science centers and science museums with policymakers and government agencies at the Federal, state, and local level. Along with ASTC's broader Communications and Advocacy team, and its Member Engagement and Services team, the Manager of

Public Policy and Advocacy will create tools that equip science center and museum staff to make the case for their work with their local policymakers.

The Manager of Public Policy and Advocacy will be responsible for ASTC's work across two priority areas, including: (1) advocacy to maintain, expand or create new public programs and policies that directly support informal science, technology, engineering, and math (STEM) learning and engagement; and (2) build tools and facilitate programs to bolster the advocacy at the local level by the leadership, boards, staff, partners, and audiences of our member organizations.

Direct Advocacy and Policy Development (50%)

The Manager of Public Policy Advocacy will manage ASTC's initiatives to make the case for the work of science centers and science museums through effective advocacy efforts. This effort will involve significant partnership and coalition building to get our members' voices represented at new tables within communities representing scientific research, technological innovation, public engagement with science, and STEM education. Specifically, the Manager will:

- With the Director of Communications and Advocacy, develop and implement a strategic advocacy plan that will position science centers/museums and their impact in society favorably among key stakeholders and the general public
- Work directly with the U.S. Congress and U.S. Federal science mission agencies—such as the National Science Foundation (NSF), National Aeronautics and Space Administration (NASA), National Oceanic and Atmospheric Administration (NOAA), National Institutes of Health (NIH), Department of Energy (DOE), Department of Agriculture (USDA), and others—to advocate for programs that routinely provide support to science centers
- Advocate for U.S. Federal funding and programs that support the broader museum and cultural-organization community, at agencies such as the Institute of Museum and Library Services (IMLS), the U.S. Department of Education, the National Endowment for the Humanities (NEH), the National Endowment for the Arts (NEA)
- Work with policymakers to develop new U.S. Federal programs and policies that support the work of science centers/museums and other ASTC members to increase positive impact on their communities, especially through effective roles in regional educational ecosystems, support for regional innovation and economic growth, and participation in community problem solving
- Advocate for the role of informal and out-of-school education in the overall education landscape; working to ensure that informal educational institutions like science centers are eligible to seek and receive education and workforce skills development funding from government agencies at every level as new programs are developed
- Broadly support U.S. Federal investments and policies that advance scientific research, technology development, and innovation, as well as general education funding and programs designed to address systemic gaps in equity and access to opportunity
- Manage partnership development and coalition participation to support ASTC and our members' participation in national and global efforts to advance public understanding in science and STEM education

Supporting ASTC Members and Collaborating with National and Global Networks (45%)

The Manager of Public Policy and Advocacy will be primarily responsible for catalyzing and coordinating ASTC members to advocate for continued support or expansion of current programs, at the national, state, regional, and local level. Specifically, the Manager will:

- Serve as the staff liaison to ASTC's Public Policy Committee to organize ASTC member activity in direct support of ASTC's efforts to make the case for the work of science centers
- Build tools and facilitate programs to build capacity for communications and advocacy at the local level by the leadership, boards, staff, partners, and audiences of our member organizations
- Create shared messages, data, insights, trends, tools, and collateral that help make the case for the value and impact of science centers in their local communities, throughout their region, and collectively on a national and global scale
- Collaborate with other national and regional museum networks to support investments and policies that advance the scientific enterprise, STEM learning, and the work of science centers, museums, and cultural organizations
- With the Director of Communications and Advocacy, support the President and CEO and the COO in their roles as ASTC's public spokespeople and advocates for the importance of ASTC's mission and goals, including through efforts to prepare presentations, remarks, testimony, and other executive communications, along with useful background information and talking points

Responsibilities Shared by All ASTC Staff Members (5%)

As a Manager at ASTC, this individual will:

- Ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC's Annual Conference
- Other duties as assigned

EXPERIENCE AND SKILLS REQUIRED

The ideal candidate for Manager of Public Policy and Advocacy will have a record of achievement in advocacy and organizing to support continued and expanded government investment as well as new government policy creation. The ideal candidate will have knowledge of the policy issues facing science centers, museums, and STEM education as well as public engagement in science and technology fields. They will be driven by ASTC's mission, team culture, and strategic direction.

Desired experience includes:

- Track record of implementing successful advocacy strategies with Federal agency program managers and Congressional members and staff
- Experience developing flexible tools for others to customize messages to suit their objectives and specific needs
- Awareness of informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science communities
- Experience with the dynamics of working within a membership association, professional society, network, or similar organization and representing the diverse interests of a wide variety of members
- Knowledge of current communications and marketing trends and technology
- Skill in developing and maintaining effective partnerships and collaborations
- Experience with state and local advocacy is preferred, but not required
- Capacity for delivery of programs within budget realities, and effective project management

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
- Be curious and eager to learn
- Foster healthy and productive relationships and teams
- Practice empathy and gratitude

Additional desired qualities and attributes for this role include:

- Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
- Robust work ethic, and effective time management and organizational skills, including the ability to manage multiple projects
- A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
- An interest in, and experience with, issues associated with science and technology, including informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science, or with museum practice
- Commitment to continual learning and professional development
- Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

The Association of Science-Technology Centers (ASTC) values and celebrates the rich diversity that makes up the teams and organizations we serve and the broader communities we engage around the world. At the root of science, technology, and innovation are fundamental values that ASTC embraces: a commitment to seek out and engage a diversity of ideas, perspectives, backgrounds, disciplines, knowledge systems, and approaches; and an evolving practice of accepting, valuing, and celebrating contributions, discoveries, and novel solutions regardless of their source. We commit to bring these values to bear across our work, and we seek teammates, board and committee members, and partners who hold diversity, accessibility, inclusion, and equity as foundational and essential values. If all people are welcomed, respected, and included in our work, if everyone has access to opportunity to pursue their aspirations, and if all people can participate fully and actively in creating and building the future, our association, our members, and our global society will be more equitable, prosperous, just, and resilient.

ASTC is proud to be an equal opportunity employer. We are committed to fostering an inclusive environment free of discrimination and harassment. All employment is decided on the basis of qualifications, merit, and business need. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender identity, gender expression, sexual orientation, national origin, political affiliation, age, disability status, marital status, parental status, military service, veteran status, or any applicable legally protected characteristics.

APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by **May 3, 2019**. Applications will be reviewed on a rolling basis. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps.

If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at info@astc.org.