



The Center for a New Economy- Washington, D.C .

Senior Policy Manager

Job Summary

The Center for a New Economy (CNE) is seeking a full-time Senior Policy Manager based in our Washington, D.C. office.

CNE is an independent, non-partisan think-tank that advocates for the development of a new economy for Puerto Rico. Founded in 1998, CNE produces rigorous public policy research and analysis, and is one of the most credible and influential voices on Puerto Rico's economy. CNE has been raising the profile of Puerto Rico issues in the Washington, D.C. policy community by crafting and advocating for a federal Puerto Rico agenda proposing viable policies and courses of action.

Job Responsibilities:

The Senior Policy Manager will report to CNE's Policy Director and will help implement CNE's advocacy strategy in the federal capital to elevate and advance CNE's mission. This is a hands-on, fast-paced position that will support and contribute to the growth of the organization. We're looking for a public policy professional who can amplify our work and to maximize its impact with key audiences.

The Senior Policy Manager will push forward CNE's advocacy efforts in Washington, DC by convening and working with actors of different ideologies to conduct bipartisan advocacy on behalf of Puerto Rico, in a varied range of issues including post-María recovery, energy, healthcare and funding for other federal programs that operate in the island.

Main Responsibilities

- Work closely with CNE leadership and program staff
- Identify opportunities and craft strategies to advance CNE's mission
- Write advocacy and opinion pieces, and policy papers that analyze existing conditions, policies, and programs to make recommendations for improving the treatment of Puerto Rico by the federal government
- Represent CNE at meetings with congressional and executive branch staff as needed.
- Provide support to advocacy groups seeking to improve the conditions in Puerto Rico
- Complete other duties as assigned



Core Competencies

- Excellent written and verbal communication skills required in English and Spanish
- Expertise in developing high-level strategy *and* executing tactics
- Ability to simultaneously manage multiple projects while maintaining a firm grasp of individual project details and meeting deadlines
- Experience coordinating various stakeholders to secure the necessary input, buy-in and support
- Demonstrated ability to compose and edit effective, thoughtful and strategic communications
- Strong interpersonal skills and an ability to work collaboratively with others in a team environment
- Self-starter with demonstrated good judgment, critical thinking, flexibility, resourcefulness, and problem-solving abilities
- Detail-oriented and possess the ability to follow projects through to completion under tight deadlines
- Ability to handle confidential information with discretion
- Experience in communicating complex issues to varied audiences
- Ability to consider multiple perspectives, synthesize information and develop solutions and recommendations
- Demonstrated ability to analyze feedback in order to inform content development.
- Adapts to feedback and focuses on continuous improvement
- Demonstrates respect and kindness when working with teams/colleagues under high-stress, deadline driven environments

Requirements:

- Excellent writing, editing, presentation and communication skills
- Proven work experience in public policy, law or advocacy
- Demonstrable experience in Washington, D.C. Public Policy networking
- Expert knowledge of Puerto Rico federal public policy issues
- Fluency in English

Compensation:

- Salary commensurate with experience.

Please send your resume to: info@grupocne.org

CNE is an equal opportunity employer