

Job Posting: CSW Policy Associate – Credentialing

Corporation for a Skilled Workforce (CSW) is a 26-year-old national 501(c)(3) non-profit organization that partners with foundations, government, business, and community leaders to develop good jobs so that families and businesses can adapt and thrive in a changing economy. CSW is a mission driven policy, research and consulting organization that does work for a range of foundation and public sector clients at the national, state and local levels in workforce, economic and community development.

CSW is seeking a Policy Associate to join our Credentialing Team. Credentialing is one of our anchor work areas, along with Place-Based Strategies and Employer-Based Strategies. **Connecting Credentials** is the national initiative that anchors this work and the candidate will spend approximately 70% time on this project, with the remainder on other projects. Connecting Credentials, funded by **Lumina Foundation**, is an education and economic advancement campaign made up of a community of hundreds of national organizations, educators, employers, innovators and policymakers, who together represent America's credentialing marketplace. The goal of the campaign is to mobilize stakeholders around the country to solve the toughest problems in credentialing – transparency, quality, portability, equity and employability.

Responsibilities

- Serve as primary researcher on the project team. This will include a mix of qualitative and quantitative analysis in support of the national campaign, as well as field research on specific topic areas within credentialing to inform work groups, result in written products, and ensure that the CSW team and our many partners stay current on credentialing issues and solutions.
- Manage the synthesis and visual presentation of key research findings in ways accessible to diverse consumers including field experts, team members, funders, the stakeholder community and the general public.
- Support the national campaign by maintaining the CRM database, conducting calls with prospective cosponsors, designing and executing community engagement surveys (at least once a year), tracking team campaign opportunities and commitments, maintaining the database of related initiatives, and working with the communications director to produce e-newsletter and publicize activities.
- Support sales and development within the team and CSW by identifying key target market and customer development strategies and leveraging existing projects to develop new sales.

Qualifications

- Master's Degree in Higher Education, Public Policy, Public Administration, Economics or Related Field (or equivalent combination of education and experience).
- Comfortable user of Stata, Qualtrics, R, Microsoft Access or comparable research software.
- Comfortable user of knowledge management tools such as Salesforce, Dropbox, Basecamp, etc.
- Superb communication skills, both oral and written.
- Self-starter with proven organizational and time management skills and ability to manage multiple projects and tasks.
- Excellent interpersonal skills with demonstrated ability to work as part of a (virtual) team and build external relationships.

Compensation

Employee compensation includes: 1) **cash rewards** in the form of base salaries and bonuses; 2) **non-cash rewards**, which include health, dental, vision, life and disability insurances, a 403(b)-retirement savings plan, a Section 125 Cafeteria plan, and a Flexible Spending Account; and 3) **other non-monetary benefits**, such as flexible work schedules, an informal work environment and the ability to work part or full-time from home.

Work Location: Ann Arbor, MI preferred; this position is eligible to work in a home office part-time as project allows. Some travel will be required.

Full/Part Time: Full-Time

FLSA Status: Exempt

Posting Begin/End Date: 4/24/1 – Until filled

Salary: Commensurate with the qualifications and experience of the selected candidate.

Submit a resume and cover letter addressing your specific interest in the position and outlining your skills and experience that directly relate to this position. Please email materials to: Katie Hall, Communications Director, khall@skilledwork.org.