Position Description

NVF Project Name:  Next Century Cities (NCC)
Position:  Policy Associate/Counsel
Location:  Washington, DC
Status:  Full-Time
Overtime Status:  Exempt

Position Summary
Broadband access has become an integral facet of today’s society. High speed connectivity allows cities to attract new businesses, improve educational outcomes, deploy telehealth initiatives, and connect residents to other digital opportunities. Still, many communities across the U.S. are struggling to find connectivity solutions.

Next Century Cities is committed to helping local leaders provide high-speed, affordable, and accessible broadband to all residents. The full-time Policy Associate/Counsel will lead NCC’s policy work, creating new opportunities for NCC and its member municipalities to expand broadband access.

Essential Responsibilities and Tasks:
- Manages NCC’s policy portfolio, helping to determine current positions and identify new issue areas
- Researches and analyzes how technology and telecommunications regulatory developments could impact NCC’s member municipalities
- Responsible for drafting comments, statements, letters, research, etc., elevating the interests of NCC’s member municipalities
- Schedules and attends meetings with local, state, and federal policymakers and/or staff
- Participates in coalition meetings with other orgs, proactively seeking collaboration and partnership opportunities
- Maintains relationships with organizational allies including public interest, government, private, and academic stakeholders, helping to create new pathways for local officials to weigh-in on public policy discussions
- Provides support for member inquiries related to issues such as broadband infrastructure, small cell deployment, and preemption
- Completes at least two publications each calendar year (op-eds, journal entries, reports, etc.)

Required Education, Experience, Knowledge, Skills, and Ability:
- Graduated from an accredited university required; graduate degree preferred
- Minimum two years of experience working on technology and/or telecommunications issues
- High proficiency in research and writing
- Ability to draft public comments, letters, op-eds, and research papers independently and meet filing deadlines
- High comfort level with Google Suite and Microsoft Office software

**Valued and Non-Essential Education, Experience, Knowledge, Skills, and Ability:**
- Strong writing and oral communication skills
- Experience working on local, state, or federal level broadband connectivity initiatives
- Ability to tackle a variety of telecommunications, technology, or public policy issues
- Experience developing campaigns and/or advocacy strategies
- Experience reaching out to a variety of stakeholders include government officials, lawmakers, industry representatives, and/or public interest advocates.
- Previous work experience with government agencies, non-profits, or public interest advocacy

**Attributes:**
- Exceptional communicator with a strong work ethic
- Extremely well organized, detail-oriented, and analytical
- Ability to work independently and as a member of a team

**New Venture Fund Careers:**
Next Century Cities is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**How to Apply?**
Submit a resume, cover letter with salary requirements, and two writing samples to info@nextcenturycities.org.