

## Overview

The Pew Charitable Trusts uses data to make a difference. For more than 70 years, we have focused on serving the public, invigorating civic life, conducting nonpartisan research, advancing effective public policies and practices, and achieving tangible results. Through rigorous inquiry and knowledge sharing, we inform and engage public-spirited citizens and organizations, linking diverse interests to pursue common cause. We are a dedicated team of researchers, communicators, advocates, subject matter experts, and professionals working on some of today's big challenges – and we know we are more effective and creative collectively than we are individually. With Philadelphia as our hometown and the majority of our staff located in Washington, D.C., our U.S. and international staff find working at Pew personally and professionally rewarding.

Wise stewardship of resources allows Pew employees to pursue work that strategically furthers our mission in significant and measurable ways. We collaborate with a diverse range of philanthropic partners, public and private organizations, and concerned citizens who share our interest in fact-based solutions and goal-driven initiatives to improve society. Pew attracts top talent, people of integrity who are service-oriented and willing to take on challenging assignments. We provide competitive pay and benefits, a healthy work-life balance, and a respectful and inclusive workplace. Pew employees are proud of their colleagues, proud of where they work, and proud of the institution's reputation.

### **The Government Performance Portfolio within Program**

Pew's government performance work identifies and advances effective approaches to help solve complex challenges at all levels of government in the United States.

The portfolio's work can be traced back to our founders' early efforts to improve the lives of Americans by supporting efforts that promoted health, civic engagement, and democratic ideals. Today, we conduct research on emerging topics, develop data-driven reports, and highlight innovative, non-partisan approaches in addressing complex problems at the federal, state, and local levels as well as the interplay that can occur between jurisdictions. Current initiatives focus on health, fiscal and economic policy, and safety and justice, and take into account significant trends such as evolving technologies, and the increasing racial and ethnic diversity in the United States population.

Our teams explore and advance effective, evidence-based policies using credible, timely, and accessible research, assessing public support for change, identifying approaches that have proved successful elsewhere, and bringing together diverse perspectives to find common ground. We work in collaboration with organizations that share our commitment to rigorous research, measurable results, and public service, and we focus on developing durable policy change. In addition, our teams use strategic outreach and dissemination to ensure that good information is widely communicated to decision-makers, media, influential stakeholders, and the public.

### **Broadband Access Initiative**

Pew's broadband access initiative is housed within the Government Performance portfolio and led by a project director. The project will tackle the dual barriers of (1) inadequate physical infrastructure, which results in the absence of a high-quality connection; and (2) affordability, when individual households and small businesses cannot afford those connections. Our work through research, outreach, technical assistance and advocacy seeks to develop and highlight state models to improve affordable broadband access; improve federal and state broadband regulations by establishing speed goals and technological standards, improving the marketplace to include non-legacy providers; and informing and shaping new federal and state appropriations for broadband and improving accountability.

### **Position Overview**

The officer will support Pew's efforts to provide technical assistance, research, and analysis to state policymakers. The officer will work closely with the team and other internal Pew partners, including Government Relations and Communications, to develop and implement state advocacy initiatives and technical assistance projects, such as educating policymakers, drafting policy

recommendations, and performing program evaluations. The position will work closely with external partners, including contractors, research organizations, and coalition members, to help design and execute a strategy that will help bridge the digital divide. The position will also work with internal partners at Pew, including those in the Legal, and Contracts Departments. Duties may include performing original research or supporting research projects, working with Communications to draft key messages and identifying stakeholders.

The position, based in Pew's Washington, D.C., office, reports to the project director, broadband access initiative. The position has a set time frame that could be extended based on the success of the program, funding sources and board decisions on continued support.

## **Responsibilities**

- Develop strategies to advance state efforts to improve access to high-speed, affordable broadband.
- With the team, recruit, and foster a coalition of supporters and stakeholders from across states and nationally to support this effort. This includes cultivating relationships with lawmakers, funders, researchers, and other broadband stakeholders.
- In partnership with the management team and other Pew departments as necessary, oversee external contractors and partners in support of Pew's broadband efforts.
- Leverage strengths and experience with the state legislative processes toward successful program outcomes.
- Play a key role in assessing, choosing, and prioritizing targets for the project's work.
- Contribute to the strategic direction of the project, including those related to national policy change and research.
- Perform or support research projects related to state advocacy or technical assistance needs, such as cost studies, policy analyses, and program evaluations.
- Assist with communication and outreach efforts by informing strategic communication initiatives and ensuring all external communications are factually accurate and reflect the findings of our analyses.
- In support of project initiatives, lead team projects as requested including identifying resource needs and overseeing work of other team members.
- Contribute to and participate in tasks of the project as well as broader Pew projects and activities, as assigned.
- Understand and fully comply with state and federal laws regarding lobbying activity and disclosure thereof.

## **Qualifications**

- Bachelor's degree or equivalent experience is required, advanced degree preferred.
- At least eight years of applicable experience in the field gained through professional education, training, and related experience. Experience in broadband preferred.
- Prior to commencing employment with Pew, candidates for this position who were registered to lobby in any jurisdiction must certify termination of previous registration(s) and provide copies of termination notices with said jurisdiction(s) to Pew.
- Experience working in state legislative processes, including crafting legislative language, and working with state lawmakers and stakeholders. Experience advancing complex policy goals at the state level.

- Excellent written and oral communications skills. Strong research skills and demonstrated ability to communicate complex concepts in easily understood language. Ability to focus quickly on the essence of an issue.
- Ability to operate as part of a matrixed team and as an independent contributor.
- Excellent problem-solving skills and sound political judgment.
- Ability to think strategically, critically, and creatively; juggle multiple priorities; adjust to changing circumstances; organize time efficiently; remain attentive to details; and identify resources for projects.
- Demonstrated track record of delivering complex projects or project components on time and on budget. Ability to meet multiple deadlines by maintaining a high-level of organization.

**Travel**

This position requires regular domestic travel for conferences and meetings.

**Total Rewards**

We offer a competitive salary and benefit program, including: comprehensive, affordable health care through medical, dental, and vision coverage; financial security with life and disability insurance; opportunities to save using health savings and flexible spending accounts; retirement benefits to help prepare for the future; and work/life benefits to maintain a good balance.

The Pew Charitable Trusts is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

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