

JOIN OUR TEAM

 Women's Sports  
Foundation®

# Women's Sports Foundation

We exist to enable girls and women to reach their potential in sports and life.



## Senior Manager, Advocacy

**Reports to:** Vice President, Advocacy  
**Location:** New York, NY  
**Status:** Exempt  
**Salary:** \$65,000 - \$75,500

### Who we are.

The Women's Sports Foundation is an ally, advocate and catalyst for tomorrow's leaders. We exist to enable girls and women to reach their potential in sport and life. Founded by Billie Jean King in 1974, we are committed to achieving equality, diversity and inclusion in sports, and value teamwork, resilience and innovation. We are building a future where every girl and woman can #KeepPlaying and unlock limitless possibilities through the lifelong benefits of sport participation.

### About the opportunity.

The Senior Manager, Advocacy will join an energetic and collaborative team at the Women's Sports Foundation's (WSF) and play an integral role in developing, managing, and implementing WSF's key advocacy initiatives and activities. We are looking for a resourceful, self-starter who shares in our purpose and can't wait to be part of our bustling and growing team.

Reporting to the Vice President, Advocacy, working closely with others in the Advocacy department and working often with the Research, Communications, and Community Impact teams, this individual will have a keen interest to shape policy, public interest and practice to ensure access and equitable opportunities for all girls and women.

The work of the WSF advocacy team is broad and as such, the areas of our work will be split among advocacy team members to allow for greater development of expertise and formation of deeper relationships. The portfolio of this position will hold shared or primary responsibility of the following areas: gender equity, Title IX, racial equity, disability equity, sexual assault/harassment and issues related to professional and elite sports.

This individual will possess a strong passion and knowledge for women's sports and DEI, thrive on learning and expanding knowledge in these advocacy areas, is flexible to changing needs of WSF and our constituents, and demonstrates robust written and verbal communication skills.

**We will count on you in the following areas.**

1. General Advocacy Responsibilities

- Assist with incoming Title IX, gender equity, and advocacy inquiries (e.g. email, phone)
- Manage the creation and regular updates of relevant equity statistical documents
- Maintain a productive and efficient working relationship with the Advocacy Committee, including assisting in the creation and timely distribution of meeting minutes
- Assist with creation and editing of communications tools as they overlap with WSF advocacy work, including but not limited to weekly advocacy updates, success stories, donor appeals, and overall messaging
- Assist in the planning and execution of WSF Advocacy's organization of or participation in various conferences and events

2. Portfolio of Focus

- Develop and vet strategies, initiatives, and policies to promote girls' and women's participation in sports as related to assigned portfolio areas and with a primary focus on race and disability equity
- Manage projects related to portfolio areas including review of quantitative and qualitative research and policy analysis; translate findings for our broader audience
- Analyze pending regional, federal, and international legislative proposals in portfolio areas as well as administrative policies and regulatory changes, including research on relevant legal precedents and implications
- In collaboration with the Vice President of Advocacy, implement a comprehensive regional, national, and international policy agenda to meet the needs of our constituents
- Provide research and insights on regional and national policies for institutions participating in WSF's programs
- Provide timely and regular policy updates to the Vice President, Advocacy to support advocacy efforts
- Contribute to other WSF initiatives as appropriate and identify cross cutting issues and projects
- Participate in relevant coalition efforts
- Assist in coordination of responses to internal departments or external agencies
- Collaborate with the Communications and Marketing teams to develop appropriate and inclusive framing and messaging for various presentations and written communications, including print and online communications

3. General Responsibilities:

- Fulfills requests and completes assignments in a timely manner, including meeting established deadlines
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality
- Contributes to the maintenance and good working relationships with all members of the staff, boards, donors, and the public
- Contributes to the development and execution of department goals
- Engages in external activities that build relationships with current and potential partners
- Demonstrates a commitment to critical organization values and to diversity in all programming materials under his or her control

- Contributes to the general financial stability and success of the Foundation
- Maintains outreach to internal departments to enhance productivity and program quality; at all times exercising good judgment, maturity and diplomacy
- Performs other related duties as required

### **What makes you stand out.**

The ideal candidate will possess a combination of skills, experiences, and passion in the following areas:

- Excitement for WSF's mission and a strong understanding of women's sports and women athletes
- Passionate knowledge of topics relevant to WSF advocacy work, including Title IX compliance, racial equity, disability equity, and/or inclusion in college and Olympic sports
- Positive and dedicated personality
- Passion to learn, grow, and expand with on-the-job training
- Able to communicate to diverse audiences with diverse agendas
- Excellent interpersonal communication skills and able to interface with donors, partners, and the media at all levels
- Ability to work collaboratively and effectively with people of diverse skills, cultures, and backgrounds
- Has worked as part of a team in coordinating multiple areas of work ideally including advocacy, organizing, and education
- Self-starter and can work independently

### **What you need to have.**

The ideal candidate must possess a combination of skills, experiences, and education in the following areas:

- Bachelor's degree preferred in communications, public policy, or related field
- Minimum 4-5 years of experience working in relevant field (e.g., advocacy, public policy, etc.)
- Excellent written and verbal communication skills
- Demonstrated ability to work on multiple projects with strong project management skills

### **What we offer.**

In addition to a competitive salary based on experience, WSF also offers a generous benefits package that includes:

- Medical, vision, and dental insurance
- Disability and life insurance
- Pre-tax medical savings plan
- Generous PTO and leave policies

Currently, we are a hybrid workplace that is subject to change. However, we provide a workplace that nurtures a culture that offers a high degree of flexibility and enables our employees to keep their life balanced.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.

**Your next steps.**

For immediate consideration, please submit your application to <https://ideali.st/N66T3R>.

Please include the following:

- Your resume
- A cover letter that answers the following:
  - What about WSF and our purpose interest you and why?
  - Describe your preferred work environment

If you have questions, feel free to contact [HR@WomensSportsFoundation.org](mailto:HR@WomensSportsFoundation.org).

**#KeepPlaying**