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Job Opportunity: Director for Policy

SRCD is hiring a Policy Director. Join our dynamic team or share if you know of any strong candidates.

About the Organization

The Society for Research in Child Development (SRCD) is a not-for-profit professional research society established in 1933 by the National Research Council of the National Academy of Sciences. SRCD is dedicated to serving as a respected source of scientific knowledge about human development and the application of this knowledge to policies and practices for improving human well-being. Its membership of more than 4500 scientists is representative of the various disciplines and professions that contribute to the production and use of knowledge about child development, with members from academic institutions, research firms, professional services, government, and more.

Position Description

The Director for Policy will work closely with SRCD's Executive Director, Society leadership, and membership of the Society to support SRCD's core mission, to advance developmental science and promote its use to improve human lives, and further its strategic goals. The Director for Policy will oversee the development, coordination, and execution of SRCD's policy engagement activities and will raise funds to support these activities This role will ensure alignment with SRCD's mission, policy priorities and strategy, and decision-making framework. The Director for Policy provides strategic oversight and operational leadership for a portfolio of initiatives focused on child and social policy, science advocacy, and professional development. This role ensures the successful execution of programs such as the Child Policy Fellowship and programs

within the Child Policy Hub, while managing relationships with key stakeholders including committees, contractors, fellows, and external partners.

The ideal candidate should possess insight into the information needs of policymakers and significant knowledge of policymaking processes, expertise to support the refinement of existing programs and products to address those needs, and strategic planning skills to build SRCD capacity in this area. The Director for Policy will supervise a team of four staff members to complete this work. Major duties and responsibilities include:

1. **Strategic Leadership and Oversight**

- Lead the vision, planning, and execution of all policy-related programs using anti-racist principles.
- Conduct fundraising, grant proposal writing, and sponsor stewardship with federal, state, and private philanthropic funders.
- Ensure alignment of program goals with organizational mission and strategic priorities.
- Serve as the primary point of accountability for all programmatic deliverables and timelines.
- Apply SRCD's decision framework criteria to assess alignment, influence, benefit, consistency, risk, capacity, and alternatives for policy engagement. Provide recommendations to leadership based on these assessments.

2. **Program & Project Management**

- Oversee the development and implementation of the Child Policy Hub and Science Advocacy initiatives.
- Oversee timely production and quality control of deliverables, including briefs, training sessions, and fellowship events.
- Oversee the management of the full lifecycle of the Policy Fellowship program, from recruitment and selection to orientation, professional development, and alumni engagement.
- Oversee budgeting, budget monitoring, reimbursements, and grant reporting in collaboration with finance teams.
- Ensure compliance with grant requirements and timely submission of proposals and reports.

3. **Team Leadership and Supervision**

- Directly supervise mid- and entry-level staff and oversee their portfolios, ensuring clarity of roles and responsibilities.

- Directly supervise external contractors.
- Foster a collaborative, anti-bias, and inclusive team culture, providing mentorship and professional development opportunities.

4. **Stakeholder Engagement and Relationship-Building**

- Collaborate with the Communications Department and Executive Leadership to ensure effective decision-making and execution.
- Cultivate and facilitate collaborative relationships and communication with the SRCD Policy Committee, SRCD Caucuses, advisory groups, fellows, coalitions, public and private funders, and other external partners.
- Represent the organization in external meetings, conferences, and advocacy efforts.

5. **Communication and Reporting:**

- Review policy statements, letters, and briefs for final approval in collaboration with the Communications Department and SRCD Policy Committee.
- Review and provide final approval of summaries of policy activities for SRCD's website and member newsletters.

6. **Monitoring and Evaluation:**

- Track the impact of policy activities and provide regular updates to SRCD leadership, SRCD Policy Committee, and SRCD members.
- Monitor emerging policy issues and recommend actions based on SRCD's priorities and capacity.
- Support SRCD Policy Committee on their efforts to monitor emerging policy issues at the local and state level

7. **Compliance and Risk Management:**

- Ensure all policy activities adhere to SRCD's nonpartisan status and legal requirements.
- Assess and mitigate reputational and legal risks associated with policy engagement.

Qualifications:

- Minimum of 3-5 years of experience implementing diversity, equity, inclusion and anti-racist/bias principles in membership association and policy contexts.

- Strong commitment to diversity, equity, and inclusion and anti-racist principles in membership association and policy contexts as demonstrated by previous work.
- Advanced degree in public policy, public administration, child development, or a related field.
- Minimum of 7-10 years of experience in policy-relevant role.
- Strong understanding of federal policy processes, particularly in social policy, science funding and the science workforce, child development, education, or related fields.
- Familiarity with state policy landscapes, particularly in child and social policy and science policy
- Experience in policy analysis, advocacy, and government affairs/government relations.
- Proven track record and experience in fundraising, grant proposal writing, and sponsor stewardship with both federal and private philanthropic funders.
- Excellent written and oral communication skills.
- Excellent project management skills.
- Excellent people management skills.
- Ability to work collaboratively with diverse stakeholders and manage competing priorities.
- Familiarity with the field of child development/developmental science research.
- Experience working in a not-for-profit membership association
- Familiarity with the field of child development/developmental science research.
- Familiarity with state policy landscapes, particularly in child and social policy and science policy

Preferred Skills:

Reports to: Executive Director

Supervises: Policy Associates, Policy Managers, and Contractors

To Apply: Please send 1) a cover letter, 2) resume, and 3) names, titles, emails, and phone numbers for three professional references who can speak directly to your skills and qualifications for this position and 4) a portfolio of relevant policy-focused work to: hr@srcd.org, ATTN: Director for Policy **by Monday, November 24, 2025 at 11:59 p.m. ET**. In your cover letter, we will score you based on your communication skills and on the qualifications and skills required for this position (as defined above). Please cite specific examples of times you have exhibited the skills we are searching for in your cover letter. Incomplete applications will not be reviewed.

We encourage applications from people with diverse backgrounds. We strive to have an inclusive employment environment, building diversity, equity and inclusion into all of our work.

The Society for Research in Child Development is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.

Compensation and benefits

This is a full-time position based in the Washington, D.C. metropolitan area (the DMV region, which includes D.C., Maryland, and Virginia). SRCD operates primarily as a remote organization, and team members are welcome to work as often as they wish from our coworking space in Washington, D.C. Staff typically meet there once a month for collaboration and connection. Applicants must reside within the D.C. metropolitan area to participate in these in-person gatherings.

The salary range for this position is $135,000 to $145,000, commensurate with experience.

SRCD offers a comprehensive and competitive benefits package designed to support the well-being and growth of our team members. In addition to medical, dental, vision, disability, and life insurance, benefits include:

- Generous paid time off, plus federal holidays and an annual office-wide winter closure between Christmas and New Year's.
- A retirement savings plan with a competitive employer match.
- Tax-free savings options to assist with dependent care expenses.

We are committed to fostering a culture of recognition, professional growth, and connection. Employees have access to:

- An Employee Recognition Program that celebrates individual and team achievements.
- Professional development opportunities, including an annual fund to support learning and skill-building.
- Regular team-building activities, community celebrations, and all-staff events that strengthen our workplace culture—whether in person or online.

At SRCD, we pride ourselves on being a collaborative, inclusive, and mission-driven team that values work-life balance and personal well-being.