Building Bright Futures | Legislative Affairs and Policy Manager

About Building Bright Futures

Building Bright Futures is a Vermont nonprofit working to improve the well-being of each and every child in the state, from the prenatal period to age 8, and their family. BBF convenes a network of policymakers, early childhood professionals, educators, health and mental health providers, business leaders, families, and other partners through 12 Regional Councils, state-level committees advancing Vermont's Early Childhood Strategic Plan 2030, and a 23-member State Advisory Council. BBF centers family and community voices in decision-making and collects and shares early childhood data to inform policy and public understanding.

Position Summary

The Legislative Affairs and Policy Manager supports BBF's legislative work by monitoring bills and committee activity, documenting what happens in the State House, and sharing this information with the BBF team and partners. This person also builds working relationships with partner organizations, legislators, and legislative and agency staff in support of the Executive Director. The Legislative Affairs and Policy Manager supports the development of BBF's annual policy recommendations with direction from BBF's Policy and Program Director.

The role keeps BBF's team informed so that BBF's nonpartisan, evidence-based, advisory work rests on current information. It also connects what BBF hears from families, providers, and Regional Councils to the policy questions in front of decision-makers.

How this role fits on the team: The Legislative Affairs and Policy Manager is the relational role on BBF's policy team. The Executive Director is BBF's primary voice and relationship holder with Vermont's legislators and Administration. The Policy and Program Director sets BBF's policy team vision, oversees the annual policy recommendations process, and supervises this role. The Data and Policy Manager leads the analytical work, with strategic direction from the Research and Data Director, including data briefs and tools, federal policy tracking, and synthesis of partner input for the policy recommendations. This position keeps the BBF team informed about the State House, supports legislative relationships, and helps Regional Councils and early childhood partners connect with the legislative process.

- **Reports to:** Policy and Program Director (no supervisory responsibilities)
- **Status:** Full-time, exempt

- **Location:** Hybrid, with regular in-person presence in Montpelier during the legislative session (~January through May). The office in Williston is optional but available to interested staff.

Key Responsibilities

Time allocation will shift with the legislative and policy cycles. Legislative affairs will take most of this role's time during session (~January through May), with policy recommendation development and partner engagement increasing in the summer and fall. The estimated allocations below reflect annual totals.

Legislative affairs (approximately 50%)

- Monitor state early childhood and family policy legislation during session
- Maintain BBF's bill tracker for staff and partners
- Attend or watch committee hearings and floor sessions, take notes, and document testimony, discussion, and next steps
- Summarize bills, budget proposals, and fiscal notes for their effect on children, families, and the early childhood system to share internally and externally
- Prepare weekly legislative updates for the BBF team during session and draft the end-of-session recap
- Support BBF staff who testify by preparing background materials and drafting talking points, working with the Data and Policy Manager on supporting data
- Help track implementation of enacted legislation, including Act 76, and contribute to related reports
- Build working relationships with committee staff, policy and advocacy partners, and agency staff
- Hold regular conversations with legislators at the State House to share BBF information and stay current on legislative priorities in support of the Executive Director, who serves as BBF's primary voice and relationship holder with legislators
- Work with BBF colleagues to develop, maintain, and update applicable policies governing limitations on lobbying applicable to BBF as a tax-exempt organization and ensure that the work conducted in this position is performed consistently with those polices

Policy analysis and development (approximately 20%)

- Project manage the annual development of BBF's policy recommendations, including the timeline; input from the State Advisory Committee, Strategic Plan committees, and Regional Councils; and coordination with the Data and Policy Manager on data and partner synthesis
- Work with BBF's communications team to develop policy recommendation materials
- Track progress on BBF's policy recommendations during the legislative session
- Prepare fact sheets and leave-behind educational materials for legislative audiences, drawing on data and analysis from the Data and Policy Manager

Partner engagement and communications (approximately 30%)

- Work with BBF's Regional Team to share updates on Vermont's Early Childhood Strategic Plan and policy recommendation progress at BBF Network meetings
- Support Regional Councils and their members in building relationships with their local legislators
- Build and maintain relationships with partner organizations, coalitions, and advocates working on early childhood and family policy
- Share legislative information with Regional Councils, families, and partners so they can engage in the BBF Network and in the legislative process
- Support policy-related events such as Child Care Conversations and candidate forums
- Contribute policy content to BBF's newsletters, website, and social media

Qualifications

Required

- Bachelor's degree in public policy, political science, social work, education, or a related field, or equivalent experience
- 3 to 5 years of experience in policy analysis, legislative affairs, government relations, or related work
- Working knowledge of the state legislative process, preferably in Vermont
- Clear, concise writing for policymakers and the public
- Ability to present information in a nonpartisan, evidence-based way and to work with people across political perspectives
- Ability to take clear notes, summarize discussions quickly, and manage competing deadlines during the legislative session

Preferred

- Experience with early childhood, child care, or family policy
- Experience monitoring legislation or writing legislative summaries
- Familiarity with state budget and fiscal processes
- Experience working with families, providers, or community groups in policy work

We encourage candidates from all backgrounds to apply, including those whose experience does not match every qualification listed.

Compensation, Benefits, and How to Apply

Salary range: $64,000 to $80,000, based on experience

Benefits: Benefits include generous paid time off (including Fridays off from June through August), health insurance, dental and vision insurance, and retirement, including an employer match of 3%. BBF is a nonprofit employer, so this position may qualify for Public Service Loan Forgiveness.

To apply: Send a cover letter and resume to kmobbs@buildingbrightfutures.org with "Legislative Affairs and Policy Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled, with priority given to applications received by Friday, November 20.

BBF is an equal opportunity employer.