Communications & Government Affairs Manager
Location: Remote within California; Sacramento or Bay Area-based candidates encouraged
Reports to: Director of Government Affairs
Status: Full-time

Position Overview
Thriving Families California (TFC) Foundation is seeking a strategic, mission-driven Communications & Government Affairs Manager to **elevate our voice and help drive meaningful systems change** for children, families, and the community-based organizations that serve them. For nearly five decades, TFC has strengthened California's child care and family support systems, serving as critical infrastructure connecting families to care, providers to resources, and communities to opportunity.

This role sits at the intersection of **communications, policy, and advocacy**, shaping how TFC engages with the field, policymakers, and partners. The Manager will translate complex policy and budget issues into clear, compelling narratives and lead digital engagement strategies that inform, influence, and mobilize stakeholders statewide, ensuring policy decisions reflect the realities of families and those who serve them.

Position Scope
Under the direction of the Director of Government Affairs, the Manager will play a central role in advancing TFC's policy and advocacy agenda through strategic content planning, information delivery, and storytelling across digital and print platforms. This includes supporting engagement with policymakers, legislators, and state agencies, as well as translating complex policy and budget issues into communications that inform, influence, and mobilize TFC's network and the broader public.

The ideal candidate is **a strategic, adaptable communicator** who thrives in a fast-paced, policy-driven environment and can translate complex issues into clear, compelling narratives. They are highly organized, able to manage multiple priorities and deadlines, and work effectively across teams. A proactive mindset is essential, enabling the candidate to anticipate challenges and resolve issues independently.

Key Responsibilities: Government Affairs

- Support development of materials for meetings with legislators, state agencies, and partners, including briefs, presentations, and talking points
- Translate complex child care policy, budget proposals, and systems initiatives into clear, accessible messaging for policymakers and stakeholders
- Ensure timely dissemination of critical policy and budget updates to the field
- Provide communications support for legislative and budget campaigns, advocacy days, and key policy moments
- Partner with internal staff to identify emerging policy issues and help shape strategic responses

Key Responsibilities: Communications & Social Media Content

- Lead day-to-day communications efforts aligned with TFC's advocacy, policy, and field engagement priorities
- Manage and maintain the TFC website, ensuring timely and relevant content for members, policymakers, and the public
- Provide communications support for events, including live coverage, rapid response messaging, and post-event summaries

- Manage and grow TFC's social media presence; develop and execute a content calendar tied to advocacy moments, events, and campaigns
- Create engaging content, including graphics, short-form video, and storytelling that highlights the impact of child care policies
- Draft and disseminate weekly newsletter, timely action alerts, and additional member communications to keep TFC's network informed and engaged
- Capture and elevate stories from families, providers, and community-based organizations
- Monitor digital engagement and analytics to refine strategy and increase reach and impact
- Develop and maintain an informed awareness of topics of interest to TFC.
- Ensure consistency in voice, tone, and messaging across all platforms and materials.
- Provide cross-functional support for all communications needs.

Qualifications

- 2–5+ years of experience in communications, public affairs, or social media (nonprofit, advocacy, or government experience strongly preferred)
- Exceptional writing and editing skills, with the ability to simplify complex policy topics
- Experience managing multiple social media platforms and creating digital content (Canva, Constant Contact, Adobe, Meta Business Suite, video tools)
- Experience managing online publishing platforms, coordinating content for websites and digital publications, and managing publication timelines and deadlines.
- Strong organizational skills and ability to manage multiple priorities in a fast-paced environment
- Proficiency using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Able to travel for occasional in-person events

Preferred Qualifications

- Experience in early childhood, child care, human services, or workforce policy
- Familiarity with California legislative and budget processes
- Experience supporting advocacy campaigns or coalition

Compensation & Benefits

- Salary range: $70,000 – $80,000 *depending on experience*
- Health benefits
- 401k contribution
- 14 days PTO annually
- Flexible work environment

How to Apply

Please submit the following materials to McKenzie Richardson, Director of Government Affairs, at mckenzie@thrivingfamilies-ca.org:

- Resume
- Cover letter
- 2–3 writing and social media samples