

Web Foundation Senior Policy Manager

Job Title	Senior Policy Manager		
Department	Policy	Contract	Full Time
Reports to	Director of Policy	Duration	Two years
Location	London, Washington, DC, or remote		
Salary	Competitive salary, commensurate with experience and Web Foundation standards		
Key relationships	Policy team, Research team, Communications team, CEO’s office, Director of Strategy and Partnerships		
JOB ROLE			
Role Overview	<p>Supporting the Director of Policy, you will help strengthen and expand the Web Foundation’s policy development and advocacy work around the world. You will take a strategic approach to maximizing our impact and advocating for evidence-based policy solutions.</p> <p>As Senior Policy Manager, you will be responsible for supporting the development and coordination of the Web Foundation’s policy positions across the organization, rooted in evidence and targeted at achieving meaningful policy change. You will leverage your networks in the tech policy arena to drive forward change.</p> <p>You will also focus on advancing the Contract for the Web, a global plan of action to ensure that our online world is safe, empowering and genuinely for everyone. You will identify opportunities to seek new endorsers of the Contract, advocate for continued policy development, and ensure endorsers are held accountable for implementing the Contract.</p>		
DELIVERABLES			
Key Responsibilities	Key Activities	% Time	
Policy Analysis, Development and Advocacy	<ul style="list-style-type: none">Support Director of Policy in developing the organization’s policy goals, positions and messaging, including our core areas of the Contract for the Web, gender equality and data rights	70	

	<ul style="list-style-type: none"> • Identify emerging tech policy issues and provide timely analysis and briefing materials for Web Foundation team and leadership • Mobilize, plan and engage with relevant coalitions and partners to advance Web Foundation policy objectives and asks globally • Represent the Web Foundation at key external conferences and meetings, including with senior government, civil society and private sector representatives • Advance strategic agenda for the Contract for the Web, with a focus on stakeholder engagement and policy development • Support Director of Policy in executing the organization's advocacy, media and campaigning efforts related to its policy goals 	
Strategy and Planning	<ul style="list-style-type: none"> • Work closely with the Director of Policy to further develop the strategic multi-year plan for the Contract for the Web • Contribute to the development of the Web Foundation's strategic plan on gender and data rights • Contribute to the development of the Web Foundation's overall policy strategy and planning 	20%
Resource mobilisation	<ul style="list-style-type: none"> • Support fundraising efforts to advance policy work at the Web Foundation • Support the development of annual budgets, work plans and funding proposals to implement the above strategies • Contribute to the overall success of the Web Foundation by taking an active part in positions, plans and team culture 	10%
ADDITIONAL SPECIFICATIONS		
Education & Certifications	<ul style="list-style-type: none"> • Education to Masters level, legal background preferred 	
Essential Knowledge, Experience and Attributes	<ul style="list-style-type: none"> • Demonstrated expertise and experience in the tech policy world, with a preference for experience in the public sector • At least five years of experience in global policy, advocacy and networking with progressive levels of responsibility • Vivid writer and speaker, able to present difficult concepts in clear, simple English • Proven expertise in communicating complex, research-based technical areas encompassing policy making and advocacy 	

	<ul style="list-style-type: none"> • Globally minded, with experience working across different cultures • Able to juggle complex and fast-changing priorities with minimal supervision • Highly motivated and organised, can thrive under pressure, pursuing targets with determination • Ability to travel 30% of the time
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Fluent in at least one major language other than English • Specialist knowledge of one or more of Web Foundation's program areas