

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.



## Associate Manager, Advocacy

**Reports to:** Associate Director, Advocacy

**Location:** Hybrid/Remote

**Status:** Non-Exempt

**Salary:** \$43,000-\$51,000

### ABOUT THE ORGANIZATION

The Women's Sports Foundation® (WSF®) exists to enable girls and women to reach their potential in sport and life. We are an ally, an advocate, and a catalyst for tomorrow's leaders. Founded by Billie Jean King in 1974, we are one of the *first* organizations to recognize the powerful connection between sport access, equity, and society. For 50 years and counting, WSF has been changing the game through its research, advocacy, and community programming, investing over \$100 million to help girls and women play, compete, and lead – in sports and beyond – without barriers. A leader and champion of the entire women's sports ecosystem, WSF amplifies the vital societal and cultural impact that is made when girls and women play sports. When girls play, they lead, and we all win!™ To learn more about the Women's Sports Foundation, please visit [www.WomensSportsFoundation.org](http://www.WomensSportsFoundation.org).

### ABOUT THE POSITION

The Associate Manager, Advocacy is a vital Women's Sports Foundation's Advocacy Team member. This individual will be responsible for promoting and advancing the Foundation's mission, which is deeply rooted in supporting and empowering women in sports. They will possess a strong passion for the Foundation's objectives and a comprehensive understanding of key advocacy topics such as gender equity, Title IX, and the importance of diversity and inclusion within the sports community. Through their work, the Associate Manager, Advocacy will help create initiatives and drive discussions to break down barriers and foster an equitable environment for women athletes and sports organizations.

### OVERVIEW OF THE RESPONSIBILITIES

#### Policy & Advocacy Support

- Assist in developing and executing comprehensive legislative advocacy campaigns aimed at promoting gender equity in sports across local, state, and national levels. This involves crafting strategic plans and engaging various stakeholders to foster inclusivity and support for equal opportunities in athletics.
- Conduct thorough research and continuous monitoring of sports-related legislation, including Title IX enforcement and other relevant policies that significantly impact women and girls in

sports. This includes analyzing current laws, identifying gaps in enforcement, and advocating for necessary reforms.

- Draft well-researched policy briefs, informative fact sheets, detailed reports, practical advocacy toolkits in sports, and the implications of existing laws and policies.
- Support coalition-building efforts by actively collaborating with partner organizations, policymakers, and advocacy groups. This includes facilitating discussions, sharing resources, and coordinating efforts to amplify the message of gender equity in sports, ensuring that diverse voices are heard and included in the advocacy process.

### **Project & Event Coordination**

- Manage project timelines, event calendars, deliverables, and communications to ensure the success of advocacy initiatives, including, but not limited to, National Girls & Women in Sports Day (NGWSD).
- Assist in the management of grant programs under advocacy's purview (e.g. Tara VanDerveer Fund, Pioli & Family Fund) by, for example, tracking applications, grant agreements, and evaluations.
- Assist in the planning, coordination, and execution of advocacy-related events, including briefings, convenings, training, and webinars.
- Maintain records of advocacy actions, policy developments, and engagements.
- Develop project timelines, work plans, and task assignments to track progress and meet deadlines.
- Identify and mitigate potential risks or challenges in project execution to ensure successful outcomes.
- Collaborate with internal teams and external partners to align advocacy projects with WSF's broader strategic initiatives.

### **Communication & Outreach**

- Manage and respond to general advocacy inquiries (e.g. email, phone); raise issues requiring further attention to the appropriate team member.
- Assist with creation and editing of advocacy communications as needed, including but not limited to weekly advocacy updates, quarterly advocacy newsletters, and success stories.
- Follow developments in the fields of women's sports advocacy and social justice, using this information to help WSF operate with initiative and innovation.
- Draft compelling advocacy messaging, including emails and social media content, to engage supporters and policymakers in collaboration with the communications team.
- Participate in grassroots education efforts.
- Support the work of the Advocacy Committee and subcommittees.
- As needed, represent WSF or attend policy-related conferences, legislative hearings, and external meetings.
- Assist in developing advocacy training materials to empower athletes and community advocates.

### **WHAT MAKES YOU STAND OUT**

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

- Excitement for WSF's mission and general understanding of issues central to WSF's advocacy work, including Title IX and gender equity in sports.
- Capable of organizing advocacy events, legislative briefings, and meetings.
- Ability to work effectively and independently.

- Collaborative, collegial, respectful team player with can-do energy and enthusiasm for robust, mission-driven work.
- Quick learner with excellent written and verbal communication skills.
- Ability to work both independently and collaboratively while maintaining flexibility and problem-solving skills.
- Organized, detail and deadline oriented with ability to work in a dynamic, fast paced environment, both independently and on a team.

### **WHAT YOU NEED TO HAVE**

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

- 1-3 years of experience in advocacy, research, government affairs, or project management in a nonprofit, public policy, or related setting.
- Strong project management skills, including experience with planning, execution, and evaluation of advocacy programs or initiatives.
- Excellent written and verbal communication skills.
- Demonstrated passion for women's sports and gender equity.
- Experience managing multiple projects with competing deadlines in a fast-paced, advocacy-driven environment.

### **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

We are a hybrid/remote workplace. We provide a workplace that creates a culture that offers a high degree of flexibility and enables our employees to keep their lives 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/38CvI6>

Please include the following:

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

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

**#PlayToLead**