



**Position:** Senior Vice President of Public Affairs

**Organization:** America250 Foundation

**Date Posted:** August 12, 2022

**Applications Due:** September 2, 2022

**Start Date:** ASAP

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### **ABOUT AMERICA250 & THE AMERICA250 FOUNDATION**

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our past and ignite shared optimism for our future through engaging programs and experiences. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation's founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit organization that is the primary operating entity for the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and noncommercial partnerships, marketing, and fundraising efforts. For more information visit [www.america250.org](http://www.america250.org).

### **POSITION DESCRIPTION**

Reporting to the President and CEO, the Senior Vice President of Public Affairs will solicit and facilitate stakeholder group involvement in the celebration of the U.S. Semiquincentennial, ensuring all populations have the opportunity to inform and participate in the activities of the commemoration. In partnership with the Chief Executive Officer and members of the senior leadership team and Foundation board, this individual will participate in the development of the strategy for coalition building and cultivation throughout the public engagement phase of the Foundation's strategic plan. This role will develop and implement key partnerships with entities specializing in conducting outreach, convening, and activating individuals and stakeholder groups. This role will work closely with related public engagement responsibilities of this effort, including audience building and outreach (Marketing and Communications), programmatic and partnership development (Programs and Planning), revenue generation (Development), and the government relations arm of the U.S. Semiquincentennial Commission.

Guided by a mandate for inclusion and celebrating the diversity of American life, this position will engage a wide range of representative audiences and thought leaders on topics related to the commemoration for the purposes of direct participation and advisement. He/She/They will develop formal and informal structures (e.g., coalitions, councils, conferences, ad-hoc groups) for ongoing participation and advisement of the commemoration's planning in priority areas and lead the recruitment of members to increase the attachment of key leaders and constituencies to the events of the commemoration.

## ESSENTIAL RESPONSIBILITIES

- Serve as the external affairs lead for the Foundation, cultivating relationships with elected officials, key stakeholder groups, national intermediaries, government relations leads, and others to advance participation and engagement with the commemoration
- Build grassroots coalitions in support of the thematic goals of the Foundation, including deepening understanding of history, celebrating the diversity of American life, and inspiring a new era of civic engagement
- Recruit thought leaders and representative voices in specific areas to provide programmatic input and recommendations for program and partnership development
- Develop and track participation goals for stakeholder groups across demographic, affinity, and other lenses
- Create materials to support participation in the commemoration by various stakeholder groups, such as event ideas, templates, and strategies for fundraising and promotion
- Oversee the development and management of engagement structures (e.g., councils, cabinets, dedicated staff members) to assist with the achievement of participation goals
- In close partnership with the Programs and Planning staff, this role will ensure perspectives and potential programs garnered from engagement are continually incorporated into plans of the Foundation, key partners, and state and locality planning efforts
- The role will regularly solicit and synthesize results of public participation and advisement into publications designed for key stakeholder groups in coordination with Communications and Marketing
- Lead the development of accessibility standards and considerations for the commemoration and its partners
- Design, hire, and lead a team of employees, contractors, and partners with relevant expertise to execute commemoration participation and advisement vision
- Create a multi-year calendar, measures of success, and targets to measure progress
- Create and manage budget, including staffing, contracting, convening, and other costs
- Maintain continuous lines of communication with the senior leadership team, Commission, and external partners
- As a member of the senior leadership team, other responsibilities as necessary

## REQUIREMENTS

The ideal candidate will be an external affairs leader with demonstrated experience building diverse coalitions and engaging numerous stakeholders. A Masters (Public Policy, Business Administration, or similar) degree in a related field is highly preferred.

The ideal candidate will have the ability to synthesize disparate sources of information, produce accurate analysis, and clearly communicate outputs, all with the lens of reaching an appropriate level-of-detail required for decision-making and communication. He/she/they must possess the dexterity to discern when issues require escalation and resolution, the ability to develop compelling value propositions for potential partners, and the capability to interact within all levels of the organization, government, external partners, and stakeholders.

Additional requirements for the position are:

- Strong interest in the mission of the America250 Foundation
- Knowledge of stakeholder management, project management, and communications management
- Excellent interpersonal skills and a good sense of humor
- Good stamina and willingness to travel if necessary

### **MORE ABOUT THE POSITION**

This is a full-time position that will require significant weekly time in America250 Foundation's offices located in New York City, NY or Alexandria, VA. To apply for this position, please email your resume and cover letter to [jobs@america250.org](mailto:jobs@america250.org) by September 2, 2022.

The America250 Foundation adheres to the equal employment opportunity guidelines set forth by federal, state and local laws and does not discriminate based on race, religion or creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic characteristics, marital status, sex or gender (which includes pregnancy, childbirth, or related circumstances), gender identity, gender expression, age, citizenship, sexual orientation, family care or medical leave status, military and veteran status, political affiliation, or any other characteristic protected by federal, state and local laws.

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