



DIRECTOR OF EXTERNAL AFFAIRS

About Citizens' Committee for Children of New York

For more than 80 years, Citizens' Committee for Children of New York (CCC) has been an independent voice for children, advancing child and family well-being through research, advocacy, and civic engagement. CCC champions evidence-based solutions and mobilizes partners to improve outcomes and promote equity so that every child is healthy, housed, educated, and safe.

Position Overview

The Director of External Affairs is a senior leadership role responsible for shaping and integrating CCC's external affairs and civic engagement strategy. This includes communications, public affairs, community engagement, and leadership development, ensuring CCC's public-facing work is cohesive, strategic, and aligned with organizational priorities.

The Director works cross-functionally with research, policy, program, and operations staff, as well as external partners, to amplify CCC's voice, influence public policy, and expand its base of advocates and supporters.

Reports to: Executive Director

Start Date: September 2026

KEY RESPONSIBILITIES

Strategic Communications & Public Affairs

- Lead integrated communications and public affairs strategy that advances CCC's policy agenda and elevates public profile
- Partner with PR consultants to expand media reach, manage rapid response, and position organizational leadership as leading voices on child and family issues
- Oversee digital strategy and ensure consistency across communications, campaigns, and publications
- Coordinate with policy and advocacy staff on legislative priorities and advocacy campaigns
- Build and maintain relationships with media, nonprofit partners, and community stakeholders
- Over time, expand to include government relations and coalition leadership as organizational capacity grows

Civic Engagement & Community Leadership

- Lead CCC's civic engagement strategy, aligning community engagement with policy and communications priorities
- Provide strategic direction for civic engagement programs, including the Community Leadership Course advocacy training program and YouthAction NYC programming for high school students
- Directly lead community engagement initiatives, including advisory councils and coalitions that center voices of those most impacted by injustice
- Strengthen pathways for community members, youth, and caregivers to engage in advocacy and grow CCC's network of advocates
- Translate community insights into actionable policy priorities and compelling external narratives

Building Development & Fundraising Infrastructure

- Partner with Executive Director and senior leadership to build CCC's development infrastructure, including foundation grants, commissioned research, and institutional partnerships
- Lead development of grant proposals and reports in collaboration with research, policy, and community engagement teams
- Supervise and manage development staff in execution of fundraising activities
- Support donor engagement and fundraising campaigns as organizational development capacity grows
- Ensure communications and messaging align with fundraising priorities

Organizational Leadership & Collaboration

- Partner with Executive Director and senior leadership to align external affairs with organizational priorities
- Work cross-functionally with research, policy, and operations teams to integrate communications, engagement, and development efforts
- Coordinate with external consultants and partners to advance CCC's visibility and impact
- Supervise and manage communications and community engagement staff

QUALIFICATIONS

Required

- Senior-level experience in external affairs, communications, advocacy, or civic engagement
- Strong communicator with experience engaging policymakers, community members, and diverse stakeholders
- Proven ability to leverage digital platforms for advocacy and audience engagement
- Knowledge of government and legislative processes
- Demonstrated experience building or managing fundraising initiatives, including foundation grants and institutional partnerships

- Commitment to child and family well-being and to diversity, equity, inclusion, and justice
- Strong writing and public speaking skills

Preferred

- Additional language skills (Spanish strongly preferred)
- Experience building development infrastructure in nonprofit settings
- Experience centering lived expertise in policy and advocacy work
- Familiarity with New York City/State policy landscape

EDUCATION AND EXPERIENCE

- Master's degree or equivalent experience
- Minimum five years of relevant experience in advocacy, community engagement, public affairs, or related fields
- Fundraising experience required

SALARY RANGE

- \$113,400–\$141,800, commensurate with experience.

TO APPLY

Please send resume, 3 references, and writing sample to Lorraine Tate, Executive Assistant, ltate@cccnewyork.org.

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