

Job Description

POSITION TITLE: Director of Government Affairs
DEPARTMENT: Washington, DC Office
REPORTS TO: Associate Vice President, Public Policy

BACKGROUND

The Jewish Federations of North America (“JFNA”) represents 147 Jewish Federations and over 300 Network communities, which raise and distribute more than \$3 billion annually for social welfare, social services and educational needs. The Federation movement, collectively among the top 10 charities on the continent, protects and enhances the well-being of Jews worldwide through the values of *tikkun olam* (repairing the world), *tzedakah* (charity and social justice) and *Torah* (Jewish learning).

ABOUT THE POSITION

The Director of Government Affairs will join a public policy team based in Washington, DC that represents the Federation movement before Congress and the Administration. JFNA-Washington focuses on human services funding and policy issues of interest to Federations and their affiliated social service providers. The Director will help lead JFNA-Washington’s governmental affairs strategies and will assume a portfolio that will likely include family and children’s issues, anti-Semitism and other forms of bias, and foreign policy. Once assuming this position, the Director will need to register as a lobbyist with Congress.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Advance JFNA relationships with key Congressional and Administration officials at the White House, the Departments of Health and Human Services and other relevant agencies;
- Serve as an advocate to Congress and the Executive Branch, help build relevant coalitions, and prepare detailed grassroots action alerts, background reports and articles on legislative proposals related to family and children’s issues, anti-Semitism and other forms of bias, foreign policy, and other issues as assigned;
- In coordination with JFNA’s Strategic Marketing and Communications Department, help raise the visibility of JFNA’s advocacy, human services planning, government affairs and politics to Federation communities and their partners, through various institutional publications and social media and by convening periodic conference calls on advocacy issues, politics and government affairs of broad interest to Federation lay and professional leaders;
- Develop JFNA’s key contact (grass tops) relationships;
- Provide consultation and technical assistance for federations on advocacy, public policy and government affairs;
- Provide overall management of Jewish Disability Advocacy Day;
- Coordinate JFNA-Washington’s submissions required by the Lobby Disclosure Act;

- Serve as Director of Government Affairs for the Network of Jewish Human Service Agencies by acting as lead policy staffer to NJHSA, coordinating a NJHSA advocacy committee, drafting updates and alerts for NJHSA on relevant policy issues, regularly communicating with and meeting with member agencies and engaging them in public policy and government affairs, and staffing NJHSA meetings; and
- Complete other related assignments as directed.

QUALIFICATIONS:

- ✓ Five years' experience on Capitol Hill or as an advocate with the non-profit sector.
- ✓ Familiarity with the federal legislative and appropriations process and national politics. Good contacts with Members of Congress, key Congressional staff and federal officials with jurisdiction over health and human services programs and funding.
- ✓ An understanding of the organized Jewish community is strongly preferred.
- ✓ Excellent verbal and written communication skills.
- ✓ Extremely organized self-starter with the ability to multi-task and work in a fast paced environment.
- ✓ Bachelor's degree required; graduate degree in public policy, public affairs, communications, business or law preferred.