

Deputy Policy Director

Reports To: Policy Director
Position Type: Full-Time, Exempt
Location: Washington, DC

BACKGROUND

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel's security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

POSITION SUMMARY

Under the guidance of the Policy Director, the Deputy Policy Director works with the Policy team to develop IPF policy positions and policy products and to provide policy analysis, works in tandem with the Government Relations team to effectively communicate IPF's policy priorities to government officials and the Washington policy community, and helps educate Jewish community audiences about IPF's policy work.

The Deputy Policy Director will have a deep interest in and demonstrated track record working on Israel and U.S. foreign policy in the Middle East, will be an effective verbal communicator able to process complicated policy proposals and condense them into concise presentations and talking points, and have strong research and writing skills in order to contribute to policy reports and issue briefs.

PRIMARY RESPONSIBILITIES

Briefings

- Brief Hill staff on IPF policy frameworks, proposals, and reports; work with the Government Relations team to respond to queries from administration and Congressional offices on policy issues and current events.
- Speak at IPF briefings for Jewish community organizations and professionals on developments in Israel, the Israeli-Palestinian conflict, and U.S. policy; present IPF's 360 platform to give virtual tours of Israel and the West Bank.

Research and Writing

- Help conceive and develop policy projects, and contribute research and writing to long-term policy projects and reports.
- Analyze the impact and practicality of various policy proposals and positions, and help develop written presentations for different audiences.
- Write op-eds, blog posts, policy briefs, and explainers for IPF's website and external publications.

Other

- Contribute to IPF's Israel Policy Pod podcast.
- Assist with IPF delegations and research trips to the Middle East.
- Help with planning surrounding IPF policy summits and other policy events.
- Represent IPF in the Washington policy community.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree required, with a graduate degree in political science, Israel or Middle Eastern Studies, or international affairs preferred.
- Substantive knowledge of Israel and the Middle East.
- Familiarity with the foreign policy process and with the institutional Jewish community.
- Deep commitment to Israel Policy Forum's mission.
- 7+ years prior experience of increasing responsibility in government, public policy organizations, or think tanks.
- Experience with briefing and oral presentations, and a high degree of comfort with public speaking.
- Ability to write quickly and clearly,
- The qualified individual must pay exceedingly close attention to detail, have excellent judgment, and have the ability to work in a changing environment. The ability to work on multiple projects simultaneously and prioritize appropriately is a must.
- Excellent organizational, interpersonal, and networking skills with teams, as well as with individuals.
- Ability to maintain a high level of calm, composure and professionalism in all circumstances.
- Ability to work occasional nights and weekends and willingness to travel, as needed.

COMPENSATION AND BENEFITS

The annual salary range is \$115,000 - \$130,000 depending on experience. Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401K, HRA, FSA, and an annual professional development stipend.

HOW TO APPLY

Please submit a resume and cover letter describing your experience and why you want to work at Israel Policy Forum to Michael Koplow at apply-dc@ipforum.org with "Deputy Policy Director" in the subject line by September 30, 2021. Applications will be reviewed on a rolling basis.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. Israel Policy Forum encourages you to break that statistic and to apply.