

## Government Relations Associate

Reports to: Director of Government Relations  
Position Type: Full-Time, Exempt  
Location: Washington, D.C.

### 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 Director of Government Relations (DGR), and in consultation with the Chief Policy Officer, the Government Relations Associate (GRA) will support the Government Relations department in day-to-day operations in support of the goals of Israel Policy Forum's growing government relations footprint.

The GRA's primary responsibilities include supporting all day-to-day operations of Israel Policy Forum's government relations work, contributing to the department's work with Congress and with the Executive Branch, and assisting in the execution of educational programming for government officials and IPF stakeholders.

### MAJOR RESPONSIBILITIES

#### Operations

- Designing, adapting, and implementing systems for the day-to-day operations of Israel Policy Forum's government relations work.
- Tracking Israel Policy Forum's congressional engagement efforts, including records of congressional meetings, relationships, successes, and impact.
- Scheduling Capitol Hill meetings, and composing and sending correspondence to Capitol Hill regarding Israel Policy Forum policies and materials.
- Providing support for all Government Relations work and initiatives, including being responsible for preparation of physical materials, scheduling virtual and in-person meetings, and any preparatory work required.

### Congressional and Executive Branch Engagement

- Monitoring developments on Capitol Hill and in the Executive Branch, including securing transcripts of and summarizing hearings, markups, State Department press briefings, and more.
- Supporting the drafting, editing, and sending of electronic communications, including disseminating timely IPF policy materials, IPF organizational statements relevant to the Hill/Administration, suggested questions for committee hearings, and more.
- Assisting in crafting internal and external communications showcasing government relations work and explanations of complex developments and dynamics on Capitol Hill and in the executive branch for new and existing audiences.

### Programming

- Planning, supporting, and providing innovative ideas for government relations initiatives, events, and programs such as policy briefings, and StaffDels.
- Providing logistical support for all government relations programming, including working with speakers, coordinating internally and externally on all logistics, and assisting all IPF programming in DC.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's degree;
- At least 1-2 years of relevant professional experience in government relations, Capitol Hill, executive branch, politics, or other commensurate experience;
- A strong passion for Israel Policy Forum's vision, mission, values, and work;
- In-depth knowledge of Israel-related issues, the Israeli-Palestinian conflict, and the U.S.-Israel relationship;
- Familiarity with Congress, the legislative process, the executive branch, and the U.S. political system;
- Rigorous attention to detail and demonstrated ability to work on multiple projects simultaneously;
- Excellent organizational, writing, editing, and interpersonal skills;
- Ability to thrive in a fast-paced, entrepreneurial environment;
- A highly collaborative team player who can also work effectively independently as part of a remote team;
- Ability to work very occasional nights and weekends, as needed.

### **COMPENSATION AND BENEFITS**

The annual salary range is \$55,000 - \$60,000, commensurate with 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.

## **OTHER INFORMATION**

As a result of COVID-19, Israel Policy Forum staff in Washington, D.C. are currently working remotely with some in-person meetings.

Israel Policy Forum employees must be vaccinated against COVID-19 with consideration given for medical and religious accommodations.

## **HOW TO APPLY**

Please submit a resume and cover letter stating why you want to work at Israel Policy Forum to [careers@ipforum.org](mailto:careers@ipforum.org) with "Government Relations Associate" in the subject line. The position will be open until filled, and candidates invited for an interview will be contacted 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.