

## Assistant Director of Government Relations

Reports to: Director of Government Relations  
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 Director of Government Relations (DGR), working closely with the Government Relations Associate, and in consultation with the Chief Policy Officer (CPO), the Assistant Director of Government Relations (ADGR) will be a trusted partner in achieving the goals of Israel Policy Forum's growing government relations footprint.

The ADGR's primary responsibilities include working closely with the DGR to strategize and execute much of the day-to-day operations of Israel Policy Forum's government relations work. This includes building and maintaining relationships in Congress and with the Executive Branch, planning and executing educational programming for government officials and IPF stakeholders, and drafting and overseeing critical communications about the work.

### MAJOR RESPONSIBILITIES

#### Congressional and Executive Branch Engagement and Relationships

- Build and maintain relationships to advance Israel Policy Forum's Capitol Hill, executive branch, and political engagement efforts, including:
  - Facilitate and contribute to policy-focused meetings and briefings with Congressional staffers alongside IPF policy staff.
  - Lead 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.
  - Strategize on Government Relations work, including monitoring all major developments on relevant issues, and seek opportunities to provide relevant analysis to policymakers.
  - Work with the DGR and CPO to establish new and maintain existing executive branch relationships.

## Programming

- Plan, support, and provide innovative ideas for government relations initiatives, events, and programs such as policy briefings and StaffDels.
- Collaborate with IPF staff and constituencies to create engaging programming on topics within the government relations space.
- Assist in securing appropriate government speakers for organizational events, including public webinars or in-person events.

## Communications

- Craft 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.

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

- Bachelor's degree;
- At least 4-5 years of professional experience, including a minimum 2-3 years of relevant professional experience in government relations, Capitol Hill, executive branch, politics, and/or other related fields;
- 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;
- Nuanced understanding of Congress, the legislative process, the executive branch, and the U.S. political system;
- Existing relationships with relevant stakeholders, including Congressional and executive branch staff, is a strong plus;
- Excellent organizational, writing, editing, speaking, networking, and interpersonal skills;
- Ability to thrive in a fast-paced, entrepreneurial environment;
- An ability to think strategically, envision innovative ideas, and take initiative;
- Excellent judgment and decision-making abilities, ability to maintain a level of calm and professionalism and effectively address and resolve issues;
- A highly collaborative team player who can also work effectively independently as part of a remote team;
- Rigorous attention to detail and demonstrated ability to work on multiple projects simultaneously;
- Ability to work very occasional nights and weekends, as needed.

## **COMPENSATION AND BENEFITS**

The annual salary range is \$74,000-\$80,000, 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, DC 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 "Assistant Director of Government Relations" 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.