**Director, Government Relations**

Reports to: Chief Policy Officer  
Position Type: Full-Time, Exempt  
Location: Washington, D.C. (New York staff are currently working in person one to three days per week; Washington, D.C. staff currently work remotely five days per week, though this may be subject to change)

**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**

The **Director of Government Relations (DGR)** will oversee Israel Policy Forum’s Government Relations department, crafting IPF’s government relations strategy and managing IPF’s relationships across the U.S. government. The DGR will work with the Chief Policy Officer (CPO) to develop targeted policy products that help advance IPF’s goals in shaping U.S. foreign policy.

The DGR’s primary responsibilities include strategizing and executing the day-to-day operations of Israel Policy Forum’s government relations work. This involves building and maintaining relationships in Congress and with the Executive Branch, planning and executing programming for government officials and IPF stakeholders, overseeing critical communications about IPF’s work and policy positions, and managing the government relations team.

**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:
  - Create a comprehensive strategy for and implement IPF’s activities aimed at U.S. government audiences in the executive branch and Congress.
  - Facilitate policy-focused meetings and briefings with executive branch officials, Members of Congress, and Congressional staffers, and brief 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.
Programming

- Plan and execute IPF events related to and facing the USG, including Congressional Staff Delegations and Policy Summits, and assist in planning and executing other organizational events with USG components.
- Collaborate with IPF staff and constituencies to create engaging programming on topics within the government relations space.
- Strategize appropriate government speakers for organizational events, including public webinars or in-person events, and help secure speaker participation.

Communications

- Work with the CPO to develop IPF’s policy and messaging stances, and with IPF’s communications team to create effective materials that communicate IPF positions and analysis to government stakeholders.
- Familiarize government officials with IPF’s analysis and research, and target IPF work to appropriate audiences.
- 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.

Organizational Management and Leadership

- Build and supervise the government relations team in Washington, and create a strategic plan for long-term departmental growth.
- Work collaboratively with colleagues across other departments to integrate IPF’s government relations work into larger strategic and messaging goals, and help support other departments’ initiatives.
- Speak at IPF events and community programs on policy and government relations issues.
- Interface with IPF board to ensure appropriate board input and collaboration between board and staff.
- Represent IPF in meetings with Washington staff of Jewish organizations.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor’s degree;
- A minimum of five to seven years of professional experience, including a minimum of two to three years of relevant professional experience in government relations, Capitol Hill, executive branch, politics, and/or other related fields;
- Experience managing a team, ideally a remote or hybrid team, is required;
- 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;
- Extensive and detailed 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;
- 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 $95,000 - $125,000 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, commuter benefits, 12 weeks of fully paid parental leave, and an annual professional development stipend.

OTHER INFORMATION

Israel Policy Forum is based in New York, NY. New York staff are currently working in person one to three days per week. Washington, D.C. staff currently work remotely five days per week, though this may be subject to change.

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 with “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.