

 If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Policy Analyst, Domestic

Full Time Regular
Professional

Today
Requisition ID: 1035

Salary Range:

\$54,000.00 To \$70,000.00 Annually

DEPARTMENT: Government Relations

REPORTS TO: Senior Domestic Policy Analyst and Director of Government Relations

PRIMARY OBJECTIVE: To develop and implement policy and legislative strategy regarding domestic issues affecting poor and hungry people in the U.S. and abroad.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Researches and analyzes issues and develops policy regarding assigned issues area.
2. Represents Bread, the President and Director of GR at coalition meetings getting groups to consensus.
3. Recommends and implements legislative strategy on Capitol Hill.
4. Conducts research and analyzes issues to develop policy. Prepare and deliver presentations and materials for variety of audiences including: advocacy, research, website, and policy documents as needed. Maintains data for issue areas.
5. Recommends and implements short- and long-term plans of action on the issue areas.
6. Regularly updates and educates Bread staff and others through oral and written documents and educational materials on short- and long-term strategies for Hill action. Keeps Bread informed of congressional members' positions on the issues.
7. Serves as registered lobbyist to lobby Congress, the Administration, and others. Maintains effective relationship with same.
8. Recommends membership involvement by developing action-related materials used throughout the organization by various means (i.e., Organizing; Church Relations, Strategic Communications, Development, President).
9. Reviews publications for accuracy and policy consistency.
10. Participate in coalitions and task forces as needed.
11. Answers inquiries as needed by other departments.
12. Completes administrative requirements such as ensuring the accurate and timely entry of activities into the Raisers Edge database, timesheets, performance evaluations, and Visa reports in an accurate and timely manner.
13. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Attends weekly departmental and team meetings and other internal meetings.
2. Serves as department representative on organizations' task forces, as needed.
3. Provides assistance to policy team (international or domestic).



SUPERVISION EXERCISED: None

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's Degree in public policy or related area preferred or the equivalent of four years' relevant work experience
- Two years of relevant work experience including Hill or lobbying experience
- Detailed knowledge of domestic issues affecting hungry and poor people in the U.S. and abroad
- General understanding of the budget and appropriations process
- Strong analytical skills and attention to detail, including ability to conduct research and develop comparative analysis of factors related to Bread's issues and to make data-driven recommendations
- Strong written and oral communication skills, including ability to prepare and deliver presentations to assigned targeted audiences using appropriate formats and media
- Ability to work with teams, develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment in order to address and resolve limited conflicts or escalate concerns to senior management
- Ability to work independently as performance and outcomes are monitored at a department level
- Computer literacy
- A commitment to and/or experience with grassroots organizations

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity and antiracism on-going training. Bread is also committed to being an equal opportunity employer. Bread does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

WORK ENVIRONMENT ISSUES:

Attendance at various lobby visits on the Hill and other meetings in Washington, DC will frequently be required.

Work will require some evening and weekend hours to assure organizational responsiveness to assigned issues area.

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Bread for the World is a collective Christian voice urging our nation's decision makers to end hunger at home and abroad. By changing policies, programs and conditions that allow hunger and poverty to persist, we provide help and opportunity far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.

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