Senior Domestic Policy Analyst

Salary Range: 73000.00 To 95000.00 (USD) Annually
Worker Category: Full Time Regular
Job Class

DEPARTMENT: Government Relations

REPORTS TO: Director of Government Relations

PRIMARY OBJECTIVE: To provide organizational leadership on domestic issues affecting people living in poverty and hunger in the U.S. by developing and implementing policy and legislative strategy.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Provides policy and strategic leadership and direction on assigned issues area.

2. Represents Bread, the President and Director of GR at coalition meetings getting groups to consensus.

3. Develops and proposes policy recommendations and implements legislative strategy on Capitol Hill.

4. Conducts research and analyzes issues to develop policy. Conceptualizes and designs original material for variety of audiences with a broad impact and explaining complex issues including: advocacy, research, website, and policy documents as needed. Maintains data for issue areas.

5. Develops 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 relationships with same.

8. Recommends membership involvement by developing action-related materials used throughout the organization by various means (i.e., Organizing; Church Relations, Communications, Development, President).

9. Writes policy analysis for Bread publications and reviews publications for accuracy and policy consistency.

10. Builds coalitions and leads coalition 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' working groups, as needed.

3. Provides assistance and collaborates with the policy team of the Bread for the World Institute (international or domestic).

SUPERVISION EXERCISED: Supervises intern(s) and fellows
SKILLS/KNOWLEDGE REQUIRED:

- Bachelor’s Degree in public policy or related area is required. A master’s degree or other post-graduate degree is preferred.
- Six years of Hill or lobbying experience is required.
- Broad knowledge of domestic issues affecting people living in poverty and hunger in the U.S.
- Strong understanding of the budget, appropriations and authorization processes.
- Strong analytical skills and attention to detail, including ability to conduct research and in-depth analysis of complex factors related to Bread’s issues and to make data-driven recommendations and decisions.
- Strong written and oral communication skills, including ability to identify and engage target audiences and communicates complex ideas or issues tailored to the audience, using appropriate formats and media.
- Ability to lead teams, develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment in order to address and resolve substantive conflicts or escalate concerns to senior management.
- Ability to work independently as up to 40% of performance and outcomes are typically subject to broad organizational review and up to 60% are subject to senior management review (such as the Digital Campaign Team and Strategy Council).
- 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 racism 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, often in the evening.
- 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.