

CONCERNED WOMEN *for* AMERICA

Legislative Strategist

About Concerned Women for America

We are the nation's largest public policy women's organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy.

We work tirelessly for the core issues of the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel. We know that educated and empowered women are better able to raise healthy, educated, and confident children and that their voices need to be heard for the benefit of society at large. We're making an impact together.

We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We believe the women of America have great influence in this world, having a powerful voice in the affairs of this nation and on behalf of women abroad. We love being their voice in Washington and beyond. We believe change starts with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

We provide our employees with meaningful opportunities to learn and grow. We especially encourage persons of diverse backgrounds to apply. Read more from our President and CEO, Penny Young Nance, below.

Application Process

To apply, first familiarize yourself with CWA's website (www.concernedwomen.org). Email any questions or a copy of your cover letter and resume/CV to Kenda Bartlett, Chief Administrative Officer, kbartlett@cwfa.org. Job description is below.

A message from Penny Nance, President and CEO of Concerned Women for America

As President and CEO of CWA, I would like to thank you for your interest in joining with us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is held sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. The position of Legislative Strategist is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

POSITION DESCRIPTION

Legislative Strategist

POSITION CONCEPT

The purpose of the Legislative Strategist is to research, track, educate, and advocate on federal legislation, regulations, and issues, to serve the Legislative/Government Relations Department in an administrative and policy capacity, and to represent Concerned Women for America (CWA) or Concerned Women for America Legislative Action Committee (CWALAC) as appropriate on Capitol Hill.

The Legislative Strategist reports to the Vice President of Government Relations. This is a salaried, exempt position.

POSITION GUIDELINES

The following are the basic responsibilities for this position:

Legislative and Policy Responsibilities:

1. Tracks and engages on legislation in the U.S. Congress and maintains the department website and legislative and regulatory on-line tools for CWALAC. Includes adding all new legislation and key votes, activating advocacy on legislation and regulations, using the Internet and other tools to provide details of legislation regularly writing or updating talking points, hot topics, analyses, and alerts.
2. Increases grassroots education and advocacy effort through articles, action items, and alerts
3. Researches issues, develops strategies, and carries out special projects as assigned by the Vice President of Government Relations
4. Serves as a point of contact for Congressional offices and coalition organizations. Attends meetings and hearings.
5. Serves as a liaison regarding legislative and regulatory issues to CWA's Field and to other departments
6. Serves as registered lobbyist for the organization

Administrative Responsibilities:

1. Writes detailed letters for legislative initiatives, includes Congressional correspondence as directed
2. Fields and responds to calls to the legislative department
3. Schedules meetings and appointments with Capitol Hill offices and highlights important news and information for the Vice President of Government Relations. Maintains and creates new office systems as necessary
4. Updates on a regular basis the legislative notebooks of CWA's legislative department

5. Assists the Vice President of Government Relations with e-mails, phone calls, purchase orders, and general administrative needs
6. Writes 1-2 weekly legislative alerts for online subscribers
7. Builds and maintains detailed legislative files, both research-related and working files
8. Other legislative, policy, and administrative duties as assigned

QUALIFICATIONS

1. University degree
2. Two to three years of legislative or comparable experience coupled with a comprehensive understanding of the legislative process
3. Experience communicating policy issues and conservative philosophy
4. Ability to communicate with a variety of stakeholders and the ability to respond to grassroots and supporters' needs as well as exercise leadership and diplomacy amongst diverse perspectives and priorities
5. Registration as a lobbyist
6. Proficiency in Microsoft Office software including Word, Excel, Teams, and Outlook
7. Strong English grammar and writing skills and the ability to communicate effectively through both the verbal and written word
8. Ability to process information and make decisions on matters of significance in this area of expertise
9. Understanding of basic legal terminology
10. Ability to effectively compile, assimilate, and categorically organize large amounts of information

ATTITUDES AND PERSONAL CHARACTERISTICS

1. Capacity to be detail-oriented and organized
2. Honesty and integrity
3. Wisdom, discernment, and intuition
4. Commitment to quality
5. Cooperative

6. Self-motivated
7. Confidentiality
8. Discretion and judgment
9. Strong sense of initiative and work ethic
10. Ability to multi-task in a professional work setting
11. Reliability
12. Trustworthiness
13. Attitude of service
14. Goal oriented and self-motivated
15. Patient and polite
16. Team-player