

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 Director 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. As assigned by the Director of Government Relations, tracks and analyzes legislative developments in the U.S. Congress; strategizes advocacy to Congress.
2. Prepares written educational materials for grassroots and prepares advocacy opportunities for grassroots to engage with federal policymakers.
3. Maintains internal trackers for other types of engagement with Congress, including CWALAC's annual scorecard for Members of Congress.
4. Lobbies and advises congressional offices; advises and strategize with coalition groups; schedules and attends meetings with congressional offices and coalition groups.
5. Partners with other departments within CWA to carry out interdepartmental tasks; advises on federal policy issues for other departments within CWA as needed.
6. Attend professional development seminars and otherwise pursue opportunities to develop policy expertise.
7. Performs other legislative and policy responsibilities as assigned.

Administrative Responsibilities:

1. Assists with e-mails, phone calls, and general administrative needs.
2. Builds and maintains detailed legislative files, both research-related and working files.
3. Registers as a lobbyist; prepares and files lobbying disclosure reports for the department; abides by and notifies relevant CWA employees of any lobbying prohibitions that may apply under law or requirements of former employer.
4. Performs other administrative responsibilities as assigned

QUALIFICATIONS

1. University degree.
2. Excellent English grammar and writing skills and the ability to communicate effectively through both the verbal and written word.

3. One to three years of legislative or comparable experience coupled with an understanding of the legislative process and structure of the federal government.
4. Experience communicating policy issues and conservative philosophy.
5. Proficiency in Microsoft Office software including Word, Excel, Teams, and Outlook; ability to use digital advocacy software.
6. Understanding of basic legal terminology.
7. Ability to effectively compile, organize, and synthesize large amounts of information.
8. Ability to multi-task in a fast-paced environment.
9. Ability to take leadership and maintain diplomacy amongst diverse perspectives and priorities.
10. Ability to quickly make decisions on matters of significance.

ATTITUDES AND PERSONAL CHARACTERISTICS

1. Honesty and integrity
2. Wisdom, discernment, and intuition
3. Strong sense of initiative and work ethic
4. Team-player
5. Goal-oriented and self-motivated