

CONCERNED WOMEN *for* AMERICA

Director of Government Relations

POSITION DESCRIPTION

CONCEPT

The Director of Government Relations is responsible for helping to develop and implement federal policy and political strategies to support Concerned Women for America and Concerned Women for America Legislative Action Committee's (CWALAC) goals to advance our seven core issues. In addition, the director is responsible for engaging with internal and external supporters and stakeholders. The director supervises the members of the Government Relations Department and has direct responsibility for the department's budget and lobbying requirements.

The director will report directly to CWA's General Counsel Mario Diaz, who leads our policy team, and will also work closely with CWA's COO and CEO on a regular basis.

GUIDELINES

The following are the basic responsibilities for this position:

1. Build and maintain CWA relationships with members of Congress, their staff, the Administration, and executive staff.
2. Assist in the communication and broad understanding of policy positions to Congress and the Executive Branch.
3. Influence the outcome of relevant legislation and policies in line with CWA's positions.
4. Identify strategies to engage, educate, and activate grassroots supporters in advocacy.
5. Provide an active voice for CWA in policy formulation by being an active spokesperson/advocate in the Washington, D.C. environment.
6. Assist in the education and development of government affairs messaging for CWA employees.

7. Represent CWA to outside organizations and leaders on matters of relevant policy.
8. Create strategy and guidance on key issues and initiatives.
9. Regularly create or assist in the creation of written communications, including op-eds, social media posts, press releases, policy briefs, positions statements, grassroots education, and advocacy letters.
10. Assist in team building and strategic planning.
11. Participate in short and long-term goal setting in matters of significance.
12. Manage federal candidate endorsements.
13. Manage all responsibilities for lobby registration and reporting.
14. Assist with other projects as assigned.

QUALIFICATIONS

1. University degree in a related field.
2. A minimum of five years of Capitol Hill experience or government relations experience coupled with a strong understanding of Federal government processes and institutions.
3. Management experience.
4. Demonstrate competence in team building and strategic planning.
5. Demonstrate 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.
6. Proficiency with Microsoft Office software including Word, Power Point, Excel, Teams, Outlook; ability to use digital advocacy software.
7. Strong English grammar and ability to communicate effectively through both the verbal and written word.
8. Ability to process information and make decisions on matters of significance in CWA areas of expertise.
9. Ability to assist CEO and policy experts as back up spokesperson to media.

10. Good understanding of Biblical principles and CWA's issues.

ATTITUDES AND PERSONAL CHARACTERISTICS

1. The ability and positive disposition to assist others in developing and creating new ideas for communicating CWA's issues and philosophy.
2. The ability to develop plans complete with goals and strategies.
3. An awareness of current issues in the public policy arena.
4. A thorough knowledge and understanding of public relations.
5. An attitude of cooperation, service, and flexibility.
6. A dynamic individual with the ability to initiate, listen, and confront as well as work in a team atmosphere and is self-motivated.
7. A focused individual who possesses discretion, wisdom, discernment, intuition and who pays attention to detail and quality control.
8. An organized individual who has a disciplined work ethic, is honest and reliable, and who keeps confidentiality.
9. The ability to multi-task in a professional work setting.

Application Process

Email a copy of your cover letter and resume/CV with any questions you may have to our Chief Administrative Officer, Kenda Bartlett at kbartlett@cwfa.org.

About Concerned Women for America

Concerned Women for America (CWA) is the nation's largest public policy women's organization, leading a movement dedicated to impacting the culture for Christ through education and public policy. We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We work tirelessly to promote seven core issues: the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel.

We believe the women of America have great influence in this world, having a uniquely powerful voice in the affairs of this nation and the world. We love being the voice of conservative women in Washington and beyond. We believe powerful change can start 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 encourage persons of diverse backgrounds to apply.

[A message from our CEO and President Penny Nance](#)

Thank you for your interest in joining CWA on our journey to impact our culture for Christ through public policy 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. This leadership position is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional, and motivated team.