

House Legislative Strategist

POSITION CONCEPT

Concerned Women for America's (CWA) House Legislative Strategist is one of two congressional advocates on our legislative team. This position will focus on advocacy in the U.S. House of Representatives, working alongside our Legislative Strategist on the U.S. Senate side. The focus is on cultivating relationships with House Members and congressional staffers to strategically advocate on behalf of CWA's seven core issues: the sanctity of life, defense of the family, education, religious liberty, national sovereignty, sexual exploitation, and support for Israel. CWA's Legislative Strategists research, track, educate, and advocate on federal legislation, regulations, and issues to serve organizational goals. They are the main representatives of Concerned Women for America (CWA) and Concerned Women for America Legislative Action Committee (CWALAC) as appropriate on Capitol Hill.

The Legislative Strategists report to CWA's COO and General Counsel Mario Diaz. This is a salaried, exempt position.

POSITION RESPONSIBILITIES

1. Tracks and analyzes legislative developments in the U.S. House of Representatives and strategizes advocacy for individual members.
2. Writes educational and advocacy materials for congressional members and staff.
3. Prepares written educational materials for grassroots activists and prepares advocacy opportunities for the grassroots to engage with federal policymakers.
4. Maintains internal trackers for other types of engagement with Congress, including CWALAC's annual scorecard for Members of Congress.
5. Lobbies and advises congressional offices; engages coalition groups; schedules and attends meetings with congressional offices and partners.
6. Partners with other departments within CWA to carry out interdepartmental tasks; advises on federal policy issues for other departments within CWA as needed.
7. Builds and maintains detailed legislative files.
8. 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.
9. Attend professional development seminars and otherwise pursue opportunities to develop policy expertise.
10. Performs other legislative, policy, and administrative responsibilities as assigned.

QUALIFICATIONS

1. Must be an energetic, people person, able to assert themselves in meetings and other opportunities to establish new relationships and advance policy goals.
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 understanding the legislative process and structure of the federal government.
4. Experience communicating policy issues and conservative philosophy.
5. Ability to take leadership and maintain diplomacy amongst diverse perspectives and priorities.
6. Creative self-starter, goal-oriented, and able to work under pressure at times.
7. Strong leadership, communication, interpersonal, and organizational skills.
8. Able to learn new processes and procedures.
9. Be able to teach and train activists.
10. Bachelor's degree preferred.

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. CWA promotes Biblical values and Constitutional principles through prayer, education, and advocacy.

Application Process

To apply, first familiarize yourself with CWA's website (www.concernedwomen.org). Email a copy of your cover letter, resume/CV, and any questions you may have to CWA's COO and General Counsel, Mario Diaz, at mdiaz@cwfa.org.

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



As CEO and President of CWA, I would like to thank you for your interest in joining 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 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 House Legislative Strategist is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.