

# CONCERNED WOMEN *for* AMERICA

## Director of Government Relations

### 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](http://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](mailto: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. This leadership position is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.

### **POSITION DESCRIPTION**

#### **Director of Government Relations**

#### **POSITION CONCEPT**

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

The DGR will report to the CEO/President of Concerned Women for America but is also accountable to the Executive Committee.

#### **POSITION 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. Implement either directly or through related staff lobbyists influence on the outcome of relevant legislation and policies in line with CWA's positions.

4. Identify strategies to engage, educate, activate grassroots supporters in advocacy.
5. Provide an active voice for CWA in policy formulation, by being an active spokesperson/advocate in the Washington, DC environment.
6. Assist in the education and development of government affairs messaging for CWA employees.
7. Represent CWA to outside organizations and leaders on matter of relevant policy.
8. Create strategy and guidance on key issues and initiatives.
9. 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 various 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 (at management level) coupled with a strong understanding of Federal government processes and institutions
3. Experience managing people
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 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. Ability to assist CEO and policy experts as back up spokesperson to media
10. Understanding of Biblical principles and CWA's issues

### **ATTITUDES AND PERSONAL CHARACTERISTICS**

1. The ability 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 pays attention to detail and confidentiality, and is committed to quality
8. An organized individual who has a disciplined work ethic, is honest and reliable
9. The ability to multi-task in a professional work setting