



## Position

Regulatory Affairs Manager, Public Policy & Government Relations

## Summary Description

We seek an experienced government relations representative who will effectively interact with federal agencies, non-governmental agencies, and Congress to advocate AAUW's policies and positions. This is your opportunity to participate in a collegial and productive work environment, and to support AAUW's mission of becoming a powerful advocate and visible leader in equity and education through research, philanthropy, and measurable change in critical areas impacting the lives of women and girls.

## Essential Duties

- Coordinate executive branch government relations, and ensure the regular and timely lobbying of federal agencies on AAUW's priority issues.
- Research and analyze AAUW public policy issues based on AAUW's Public Policy Program. Develop proactive and effective executive and legislative branch strategies to advance AAUW's mission and public policy priorities, including regulatory changes and enforcement strategies, executive orders, related grant opportunities, congressional legislation, and other strategies.
- Provide timely, accurate, and informative research and information to White House staff, federal agencies, NGOs, and members of Congress and their staffs. Develop and maintain bipartisan relationships with key agencies, offices, and committees.
- Closely monitor the Federal Register and other sources for appropriate opportunities for AAUW to provide comment and information to the federal regulatory and rule-making process.
- Research and draft comments in response to regulatory changes proposed by federal agencies, federal and NGO special commissions and summits, and testimony to be presented before Congress.
- Research and draft special reports, speeches, and other educational materials with respect to AAUW priority issues.
- Keep up-to-date on emerging regulatory issues and policy developments by reading professional journals, newspapers, magazines, and other relevant sources. Develop and maintain issue resource files.
- Manage and track the organization's participation in amicus briefs; proactively seek out appropriate sign-on opportunities.
- Monitor status of relevant judicial and executive branch nominations and seek out opportunities for formal AAUW support or opposition where appropriate.
- Contribute to the development of AAUW's congressional and executive branch contact management database. Accurately prepare information for federal lobbying reports.
- Represent AAUW at coalition and other outside meetings; present at such meetings as appropriate.



- Write articles for AAUW publications, including electronic communications, and develop and update position papers and fact sheets.
- Provide technical assistance and information to AAUW members and coalition partners.
- Participate in the planning and implementation of AAUW public policy events, conventions, conferences, briefings, and other training programs and staff committees as requested.
- Provide timely and accurate information to field staff to facilitate activating members to influence the legislative process.

### **Minimum Qualifications**

- Bachelor's degree in relevant subject area. Advanced degree preferred.
- Three to four years' experience in the federal regulatory and/or legislative process.
- Knowledge of education and women's issues; knowledge of executive nominations process a plus.
- Excellent written and oral communication skills; ability to analyze and synthesize information.
- Ability to work independently, as part of a team, and effectively with volunteers.
- Ability to travel and work on weekends and evenings as required.
- Supervisory experience preferred.

Send resume, cover letter, and two writing samples (1-5 pages in length) to [aauwjobs@aauw.org](mailto:aauwjobs@aauw.org). Please indicate "Regulatory Affairs Manager" in the subject line.