

 If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

**Policy Analyst, Domestic**

Full Time Regular

Professional

DC, Washington, DC, US

*Today*

Requisition ID: 1089

**Salary Range:**

\$65,000.00 To 75,000.00 Annually

**DEPARTMENT:** Government Relations**REPORTS TO:** Senior Domestic Policy Analyst

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

**PRIMARY OBJECTIVE:** To develop and implement policy and legislative strategy regarding domestic issues affecting people experiencing hunger in the U.S. and abroad.

**PRIMARY RESPONSIBILITIES/ACTIVITIES:**

1. Researches and analyzes issues and develops policy regarding assigned issues area.
2. Represents Bread, the President and Director of GR at coalition meetings getting groups to consensus.
3. Recommends and implements legislative strategy on Capitol Hill.
4. Conducts research and analyzes issues to develop policy. Prepare and deliver presentations and materials for a variety of audiences including advocacy, research, website, and policy documents as needed. Maintains data for issue areas.
5. Recommends and implements short- and long-term plans of action on the issue areas.
6. Regularly updates and educates Bread staff and others through oral and written documents and educational materials on short- and long-term strategies for Hill action. Keeps Bread informed of congressional members' positions on the issues.
7. Serves as registered lobbyist to lobby Congress, the Administration, and others. Maintains effective relationship with same.
8. Recommends membership involvement by developing action-related materials used throughout the organization by various means (i.e., Organizing and Faith Engagement, Strategic Communications, Development, and President).
9. Reviews publications for accuracy and policy consistency.
10. Schedules hill meetings for the GR team and external requests when needed.
11. Participate in coalitions and task forces as needed.
12. Answers inquiries as needed by other departments.
13. Completes administrative requirements such as ensuring the accurate and timely entry of activities into the Raisers Edge database, timesheets, performance evaluations, and Visa reports in an accurate and timely manner.
14. Performs other duties as assigned.

**SECONDARY RESPONSIBILITIES/ACTIVITIES:**

1. Attends weekly departmental and team meetings and other internal meetings.
2. Serves as department representative on organizations' task forces, as needed.
3. Provides assistance to the policy team (international or domestic).

**SUPERVISION EXERCISED:**

May occasionally supervise interns.

## SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in public policy or related area preferred or the equivalent of four years' relevant work experience.
- Three years of Hill or lobbying experience; Agriculture or Appropriations Committee work will be a standout.
- Detailed knowledge of domestic issues affecting people who experience hunger in the U.S. and abroad, including communities of color, women, people living in rural areas and other disproportionately impacted communities.
- General understanding of the budget and appropriations processes strong analytical skills and attention to detail, including ability to conduct research and develop comparative analysis of factors related to Bread's issues and to make data-driven recommendations.
- Strong written and oral communication skills, including ability to prepare and deliver presentations to assigned targeted audiences using appropriate formats and media.
- Ability to work with teams, develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment in order to address and resolve limited conflicts or escalate concerns to senior management.
- Ability to work independently as performance and outcomes are monitored at a department level.
- Computer literacy, Microsoft 365, and Raiser's Edge database.
- A commitment to and/or experience with grassroots organizations.

## WORK ENVIRONMENT ISSUES:

- Bread is a hybrid organization.
- This position is based in Washington, D.C. Regular attendance at various lobby visits on the Hill and other meetings in Washington, DC will frequently be required.
- Must be responsive to emails, texts and phone calls off-site during evenings, weekends, and holidays to support time-sensitive matters.

## CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

## OUR VALUES:

1. **We value our faith.** Our faith in Christ compels us to love our neighbors near and far and is the foundation for our hope, story, mission, and values.
2. **We value human flourishing.** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to thrive in relationship with God, self, neighbor, and the environment; and to access enough nutritious food for good health.
3. **We value justice.** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings to alleviate hunger and poverty.
4. **We value courage and prophetic voice.** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. **We value nonpartisanship.** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and bipartisan approach to develop and implement laws and programs to achieve our mission.
6. **We value collaboration.** We believe in working alongside and building community with a diversity of churches, interfaith communities, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. **We value impact.** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for people everywhere affected by hunger.

## DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

