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## Project Manager, Government Relations and Policy Research

Full Time Regular

DC, Washington, DC, US

Requisition ID: 1122

Apply

**Salary Range:** 60,000.00 To 68,000.00 (USD) Annually**POSITION TITLE:** Project Manager for Government Relations and Policy Research Institute**DEPARTMENT:** Government Relations and Policy Research Institute**REPORTS TO:** Directors of Government Relations and Policy Research Institute**LOCATION:** Washington, DC

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 serve as a project manager for Government Relations (GR) and the Policy Research Institute (PRI) thereby providing critical administrative support to the Directors and Deputies, while ensuring seamless execution of various activities and maintaining compliance with congressional ethics requirements. This role involves event coordination, intern support, administration duties, and handling audio-visual (AV) needs for events. The project manager works closely with management to make sure that the scope and direction of each project is on schedule, as well as other departments for support. The time management for this Project Manager is to be divided 50/50 between PRI and GR.

### PRIMARY RESPONSIBILITIES/ACTIVITIES:

#### Effort 60%

1. Manages Ethics Filing and Reports:
  1. Assists GR and PRI staff with timely and accurate ethics filings with the United States Congress.
  2. Assists in the lobbying registration process for new staff.
  3. Ensures that staff remain compliant with our Ethics filings, including the President, other key leaders, and are made aware of necessary filing requirements.
2. Supports directors with managing department budgets, including working with accounting staff to ensure expenses are accurately allocated to specific accounts or grants.
3. Serves as the department's data steward. This includes contributing to data policies, implementing and enforcing them, and correcting data quality issues; conducting training for users to build understanding of policies and procedures, and building appropriate use of information systems; ensuring that the same data doesn't exist in multiple departments or systems; and coordinating the collection of data and managing its accessibility.
4. Government Relations support includes:
  1. Manage logistics of all GR activities and events in Washington, DC, including Hill receptions and briefings.
  2. Coordinate room bookings, food orders, and provide general support for events hosted by the GR team in the offices.
  3. Coordinate AV needs for events, ensuring all technical requirements are met in person, and troubleshooting shooting issues as they arise.
  4. Supports director(s) with managing department budgets, including working with accounting staff to ensure expenses are accurately allocated to specific accounts or grants.
  5. Scheduling Hill Meetings and Entering Meetings into Databases (Politico Pro and Raisers Edge), as well tracking Bread Champions.
5. Policy Research Institute support includes:
  1. Manage logistics of all PRI activities and events globally and in Washington, DC, including briefings and receptions.
  2. Coordinate room bookings, food orders, and provide general support for events hosted by the PRI team in the offices.
  3. Coordinate AV needs for events, ensuring all technical requirements are met in person, and troubleshooting shooting issues as they arise.
  4. Supports director(s) with managing department budgets, including working with accounting staff to ensure expenses are accurately allocated to specific accounts or grants.
  5. Scheduling partner meetings for PRI Director, helping to manage calendaring and assisting in responding to correspondence.
  6. Entering Meetings into Databases (Politico Pro and Raisers Edge), as well tracking Bread Champions.

#### Effort 40%

6. Provides support to the directors and staff by serving as the project manager, liaising with the Manager for Policy and Program, for the departments, including managing internal and external communications, coordinating special events, and assisting with organization wide events as needed.
7. Supports departments by coordinating meetings; tracking follow-up; documenting departments' processes and procedures; orients and trains new staff, interns, and volunteers.
8. Serves as a liaison with organizations' administrative staff on all needs of departments including computers, PDA's, phones, databases, etc.
9. Organizes meetings and events, including preparing and sending invitations, updating RSVP lists, setting up the venue, scheduling travel arrangements and registration.
10. Reconciles and monitors expenses, codes and processes credit card expenses, expense reimbursement and vendor payments for departments.

### SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Serves as departments' representative on organizations' task forces, as needed.
2. Provides support for other organizational work as requested by the Manager, Policy and Programs.

**SUPERVISION EXERCISED:** Supports the hiring, training and supervising of interns.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree or equivalent work experience.
- Minimum of four years of work experience performing broadly similar responsibilities and gaining a thorough grounding in professional principles.
- Experience using project management principles including managing workflows and routine interactions with directors.
- Strong analytical skills and attention to detail, including ability to identify risk factors, to identify multi-faceted problems affecting project goals, and to propose solutions based on knowledge of professional principles and best practices.
- Ability to develop collaborative relationships which require a high degree of diplomacy and judgment in order to address and resolve substantive conflicts or escalate concerns to senior management.
- Ability to work independently as up to 40% of performance and outcomes are typically subject to broad organizational review and up to 60% are subject to senior management.
- Demonstrated ability to maintain a professional demeanor including dependability, flexibility, willingness to learn, and problem-solving skills.
- Strong computer skills, including proficiency in MS Office Suite, database software and Internet research; experience with Raisers' Edge database a plus.
- Strong organizational, communication and interpersonal skills (written, oral, and electronic), including ability to work in a multicultural and ecumenical setting. Cross-cultural experience is valuable.
- Keeps abreast of research on the growth trends in the media, news media readership habits of key generational demographics, and other developments in the mass media that have implications on Bread's campaign work.
- Basic knowledge of Christian theology, various Christian traditions, international and domestic hunger issues, and advocacy to end hunger are desirable.
- Background in public speaking is desirable.

**WORK ENVIRONMENT ISSUES:**

- Must be responsive to emails and phone calls off-site during evenings, weekends, and holidays as needed to support time-sensitive matters.
- Some travel may be required.
- Bread is a hybrid organization. This position is located in our Washington, DC headquarters. Bread's current policy requires this position to come into the office a minimum of two days per week.

**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 is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
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 be in right relationship with God, self, neighbor, and the environment, and to freely 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 and protect people who experience hunger and poverty from oppression.
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 politically unbiased 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 diverse churches, 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 those 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.

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