

# Senior Policy Writer

Washington, DC, US

Requisition ID: 1149

**Salary:**

82,000.00 To 92,000.00 (USD) Annually

**DEPARTMENT:** Strategic Communications and Campaigns

**REPORTS TO:** Director of Communications and Marketing

**LOCATION:** Washington, DC; Hybrid

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 lead the development, drafting, and coordination of high-quality written policy content that educates, motivates, and equips Bread for the World's audiences – including but not limited to legislators, advocates, members and partners – to take meaningful action to end hunger. The Senior Policy Writer produces and oversees a wide range of policy-based materials—such as action alerts, articles, email content, digital advocacy materials, and policy briefs—and facilitates internal review and feedback processes to ensure technical accuracy, alignment with Bread's priorities, and accessibility for diverse audiences.

**PRIMARY RESPONSIBILITIES/ACTIVITIES:****Policy Writing and Content Development**

- Researches, drafts, and edits clear, accurate, and compelling policy content that reflects Bread's legislative priorities and advocacy goals.
- Writes policy briefs, fact sheets, talking points, blog articles, action alerts, email messages, and other content that informs and mobilizes Bread's members, churches, and partners.
- Collaborates with the Government Relations, Policy and Research Institute, and Organizing and Faith Engagement teams to translate complex policy concepts into persuasive, accessible language for advocates and the public.
- Produces longer-form written materials, including analytical articles, issue explainers, and educational content related to hunger, poverty, and global development.
- Develops content that informs press releases and external communications led by other teams.
- Serves as a managing editor of key digital publications produced by the organization and implements content strategy best practices into that work.
- Reviews and edits writing from other staff for policy accuracy, clarity, tone, and adherence to messaging and style standards.

**Collaboration and Review Coordination**

- Facilitates internal review and approval processes for policy-related materials, ensuring technical accuracy and message consistency across departments.

- Synthesizes feedback from policy experts, campaign strategists, and leadership to finalize and publish materials.
- Works collaboratively with Communications and Digital staff to adapt written content for multiple platforms and audiences.
- Coordinates production timelines to ensure timely delivery of advocacy and campaign content.

### **Publication and Distribution Support**

- Prepares and inputs final content into Bread’s content management systems and email platforms.
- Ensures published content follows accessibility and style standards and is distributed effectively to appropriate audiences.
- Tracks content performance metrics and incorporates insights into future writing and content strategy.

### **SECONDARY RESPONSIBILITIES/ACTIVITIES:**

- Represents the Communications department on internal task forces or working groups as assigned.
- Contributes to cross-departmental projects that advance Bread’s policy and advocacy campaigns.
- Performs other writing, editing, and content development duties as assigned to support evolving organizational needs and priorities.

### **SUPERVISION EXERCISED:**

May supervise interns, consultants, or vendors as needed for writing, editing, or production projects.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor’s degree in public policy, political science, journalism, communications, or a related field; advanced degree preferred.
- Minimum of 8 years of experience in policy or advocacy writing, preferably within a legislative, nonprofit, or research organization.
- Demonstrated ability to write clearly and persuasively about complex public policy issues.
- Strong understanding of U.S. legislative processes and hunger- and poverty-related policy issues (domestic and global).
- Experience facilitating collaborative writing and feedback processes across departments.
- Proficiency with content management systems, email publishing tools, and standard office software.
- Excellent attention to detail, editing, and proofreading skills.
- Proven ability to manage multiple projects and deadlines in a fast-paced environment.
- Commitment to Bread’s mission and Christian faith basis.
- Demonstrated ability to apply a racial equity lens to communications and advocacy work.

### **WORK ENVIRONMENT ISSUES:**

- Some travel may be required.
- Must be responsive to emails and phone calls off-site and willing to work during evenings, weekends, and holidays as needed.
- Bread is a hybrid organization.

### **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.