Director, Congressional Relations

Description

**Who We Are**

Peace is our commitment. The United States Institute of Peace represents the American people’s shared values and commitment to peace worldwide. We know that Peace is Security – it advances both U.S. and international security by preventing, managing, and mitigating violent conflict.

We are an independent, non-partisan institution and are actively engaged with peacebuilding efforts worldwide. Together we tackle the most challenging problems and hold fast to the possibility of a more peaceful world. To learn more about USIP programs and job openings, go to <https://www.usip.org/about/careers>.

If you have a passion for making the world a better place and want to have a front-row seat on the world stage, **USIP is the place for you**.

**JOB BRIEF**

The Director of Congressional Relations executes the Congressional Strategy for the Institute.  This position is based in Washington, D.C. and Reports to the Chief of Congressional Relations and Engagement.

**TARGET SALARY RANGE**

Grade 15 - $148,000 - $153,000

The Institute uses the General Schedule salary tables for administering compensation. Offers are determined based upon candidate qualifications, related experience, internal equity, and the amount budgeted for the position.

**RESPONSIBILITIES**

* Represent the Institute and/or accompany senior managers before Congress, to include preparation of briefing materials and coordination with appropriate Congressional staff members.
* Work with congressional staff and Institute staff to develop and execute briefings, workshops, roundtables, and public events on issues pertinent to Members of Congress concerns and Institute activities.
* Maintain and oversee ongoing communications and working relationships with Congress.
* Analyze and recommend Institute action in its ongoing relationship with the Congress based on knowledge of current congressional issues and legislation.
* Serve as a point of contact for arranging for Institute witnesses before congressional committees and caucuses or for arranging meetings between Members of Congress or congressional staff and Institute staff or fellows.
* Coordinate Institute responses to congressional inquiries and requests for information.
* Oversee a database of congressional contacts and track all Institute contacts and engagements with Members of Congress and congressional staff.
* Supervise Congressional staff and ensure their overall performance and achievement of agreed-upon results.
* Lead short and long-range Congressional Relations planning, including new ideas for outreach to Congress through an annual congressional staff fellowship program, and develop and implement policies, procedures, standards, guidance, and controls for communications with the Congress.

*Performs other duties as assigned.*

**QUALIFICATIONS**

* Bachelor’s degree with fifteen (15) years of experience in public affairs, communications, or a related field (advanced degree preferred with ten (10) years of experience) is required;
* Must have three or more years of substantive legislative/congressional experience which demonstrates the ability to represent an organization in the legislative arena.
* Must have demonstrated knowledge of Congressional processes and relationships.
* Must have demonstrated mastery of communications principles, practices, techniques, and standards, with special focus on the unique needs and interests of the Congress, preferably with a focus on international relations and international conflict.
* Must have demonstrated skill in interacting and maintaining effective working relationships with high-level officials, external and internal staff, specialized and targeted groups and organizations, and the general public.
* Must have exceptional, demonstrated interpersonal communication, public speaking, and writing skills.
* Must have demonstrated leadership and management skills and experience leading and managing staff with various levels of responsibility.
* Must have demonstrated experience in effectively utilizing various communications means, such as briefing materials, informational handouts or cards, annual reports, newsletters, informational brochures, and public service materials.
* Must have strong collaborations skills with the ability to coordinate the input and priorities of multiple players.
* Knowledge of USIP’s role, mandate, and unique added value.

**All applicants must be US citizens to be considered for positions with USIP.**

**All USIP contract and employee positions are contingent upon the favorable completion of a suitability background investigation.**

**HOW TO APPLY**  
**To be considered for this position, please submit a complete application package consisting of:**  
**1.  Completed employment application including titles, dates of hire and salary requirements.**  
**2.  Cover letter**  
**3.  Resume**

For questions about this position please email [recruitment@usip.org](mailto:recruitment@usip.org). **Do not send resumes or attachments to this email address.**

**Only those applicants that are selected for further discussions will be contacted.**

**No Phone Calls. Interviews will be scheduled by appointment only.**

*USIP is an equal opportunity employer.*It is the policy and practice of USIP to offer equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion, national origin, sex, marital status, disability, veteran status, sexual orientation, gender identity, genetic information, HIV/AIDS status, political affiliations or belief, pregnancy, or any other characteristic protected by law.