



Job Description

Director of Government Affairs

Reports To:

Vice President, Policy and Programming / Vice President, Operations and Administration

Position:

Full-time

Direct Reports:

Interns

Location:

Washington, D.C.

Position Overview

The Director of Government Affairs will drive the creation and refinement of a strategic policy agenda around the organization's platform issues with the executive branch and strategic partners. They will oversee the execution of innovative and high-impact policy initiatives from a substantive and advocacy perspective.

Job Responsibilities:

- Support in executing MPAC's short and long-term policy goals.
- Develop and implement MPAC's policy strategy as it pertains to engagement with the executive branch including all federal agencies.
- Oversee the drafting and publication, in coordination with policy fellows, of memos and recommendations on MPAC's major platform issues.
- Support the policy team in executing general programs for the Washington, DC office, and other regional and national programs. They
- Support programmatic initiatives and campaigns that move the organization towards its mission and vision; and work with staff and leadership to develop, track and communicate project goals, timelines, and deliverables related to those initiatives and Campaigns.
- Support a process of internal communication, coordination, documentation and evaluation for all of MPAC's policy goals.



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- Develop and sustain strong relationships with our partners, allies, and coalitions; Speak at local community events.
- Work with the Development team to find financial resources for policy programs including major donors, foundations, and corporate sponsors.
- Support in organizing annual policy and government summit, manage policy summit community engagement and coordinate activities bringing community together, as needed.
- Support the annual congressional leadership development program, including securing congressional internship positions, securing summer-long speakers series, as needed.
- Support organization-wide planning, development, and communication activities as needed and ensure adherence to the organization's mission and vision; and other tasks and duties, as may be assigned from time to time to support MPAC's mission and overall policy and programmatic goals.
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Qualifications and Skills:

- 5+ years of experience in government, public policy, advocacy, or other relevant fields, ideally with at least 3+ years in a leadership role.
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Deep understanding and experience with governance systems and policy.
- Proven track record of success leading high-impact and innovative policy advocacy and public relations campaigns.
- Demonstrated success working in partnership with constituents and community organizations, including experience building and working in coalitions.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with community members, donors senior management, and Staff.
- A demonstrated track record of successful project management and staff management. Demonstrated success in delivering high-quality work products on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Demonstrated ability to highlight complex problems, develop and evaluate options, and implement solutions.
- Strong facilitation, consensus building, and strategic thinking skills required.

Benefits:



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- Health, Dental and Vision Insurance, 401K, Life Insurance, Long-Term Disability Insurance
- Compensation: \$90,000 - \$120,000, commensurate with experience

Qualifications & Requirements

- Sincere and demonstrated commitment to increasing the public's understanding of Islam and improving policies that impact American Muslims;
- 3 to 5 years of experience in government engagement, program development, communications, or other relevant fields, Bachelor's degree required;
- A strong understanding of the policy-making and legislative process with particular experience in coalition and community building;
- A strong understanding of key domestic policy issues impacting American Muslim communities; including but not limited to national security, civil liberties, immigration, religious freedom, and civic engagement;
- Experience with grant writing and/or working with grant writers, corporate sponsors, or major donors is highly preferred;
- Experience with public speaking to diverse audiences and exceptional writing, editing, and critical analysis skills;
- Be proactive, reliable, responsible and accurate with an attention to detail. Self motivated with a positive and professional approach to management;
- Ability to work in dynamic, fast-moving, high-stress environments.

How to apply

Please email your resume and cover letter to hello@mpac.org.



About MPAC

Vision

America is enriched by the vital contributions of American Muslims.

Mission

MPAC improves public understanding and policies that impact American Muslims by engaging our government, media, and communities.

Overview

Founded in 1988, the Muslim Public Affairs Council (MPAC) is a national public affairs nonprofit working to promote and strengthen American pluralism by increasing understanding and improving policies that impact American Muslims. Over the past 36 years, MPAC has built a reputation of being a dynamic and trusted American Muslim voice for policymakers, opinion shapers, and community organizers across the country.