



Political and Policy Manager Description

The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Policy and Political Manager to support policy, political, and research operations. The Political and Policy Manager will serve as an integral part of the organization's professional staff. Applicants must be detail-oriented, possess strong communication, research, and organizational skills, and have prior political and/or policy experience. Ideal candidates will exhibit a proactive workstyle in serving as a critical member of this team. The Political and Policy Manager will report to the Policy and Political Director.

Duties & Responsibilities:

Responsibilities include, but are not limited to:

Policy

- Research, track, and compile written memos on policy developments in Congress and the administration.
- Work with Policy and Organizing teams to identify opportunities for grassroots activism on JDCA policy priorities.
- Assist the Political and Policy Director in outreach to policymakers on Capitol Hill and other elected Democrats around the country, including but not limited to preparing background research and compiling policy recommendations.
- Collaborate with JDCA's legislative partners and coalitions to ensure clear communication and stay informed about opportunities for cooperation.
- Coordinate logistics for large Hill engagement efforts, including but not limited to JDCA's annual Week of Action.

Political

- Track and research developments in key federal and state-level races and compile memos on candidates and races.
- Work with campaign staff to facilitate endorsements, plan and produce issue-based candidate forums, and help to coordinate events with candidates around the country.
- Collaborate with JDCA's political partners and coalitions to ensure clear communication and stay informed about opportunities for cooperation.
- Assist in managing JDCA PAC's independent expenditure program.

Qualifications:

- Strong research skills, including the ability to synthesize new or developing information into resources for internal and external partners;
- Proficiency in basic data and Excel/Microsoft Sheets functions;
- Strong organizational skills and a self-starter attitude with close attention to detail and accuracy;
- Desire to work in a fast-paced, collaborative environment and manage a complex, multi-priority workload;
- Great verbal, written, and interpersonal communication skills;
- At least two years of relevant experience in government, policy, campaign, or political work;
- Understanding of and desire to engage in the legislative process and Democratic politics;

- Efficient and comfortable operating in a rapid, deadline-driven environment; and
- A commitment to the mission of JDCA, advocating for a just and equitable society, safe and secure Jewish communities, and strong and vibrant democracies in the United States, in Israel, and around the world.

Salary ranges from \$60,000-\$70,000, commensurate with experience.

JDCA provides generous benefits, including paid time off, health/vision/dental insurance, a flex spending account, and an employee-matched simple IRA. JDCA fosters a collaborative, warm, and welcoming culture. JDCA is located in DC, and this position will work out of the DC office with some flexibility for remote work.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran.

TO APPLY: Send a cover letter and resume to info@jewishdems.org and note “Political and Policy Manager” in the subject line.