



**Position:** Government Relations Manager

**Reports To:** Executive Director

**Position Summary:** The Government Relations Manager serves as AAI's point of contact with policy and advocacy organizations and coalitions; federal agencies, including the White House, the Departments of Justice, Homeland Security, and the State Department; and Congressional offices.

**Major Responsibilities:**

- Implement a comprehensive government affairs strategy that includes policy research and analysis, a developed advocacy agenda, coordination with coalition partners, and outreach to federal government and congressional offices.
- Serve as a resource to AAI members and government officials on foreign policy issues including: Iraq, Syria, the Palestinian-Israeli conflict, Lebanon and other U.S.-Arab bilateral relations deemed important.
- Serve as a resource to AAI members and government officials on domestic policy issues including: post 9/11 civil liberties, immigration reform, ethnic/religious/and racial profiling, and national security.
- Help maintain and institutionalize AAI legislative and policy work and relationships.
- Track and report on legislation, floor statements, dear colleagues and congressional happenings relevant to issue areas.
- Help develop new AAI legislative and policy initiatives.
- Draft talking points, issue briefs and policy memos, and oversee the creation of presentations and the organization of forums and briefings.
- Interface with State Department, White House, Department of Homeland Security, Department of Justice, the Federal Bureau of Investigation and other government agencies.
- Contribute content to AAI website, including blog entries, policy briefings and advocacy updates.
- Coordinate with Community Relations and Communications on promoting advocacy agenda and messaging around policy issues.
- Perform other duties as assigned (approximately 20% of work allocation)

**Requirements:**

- Demonstrated planning and organization skills with strong attention to detail.
- Strong verbal and written skills.
- Ability to multi-task and shift focus with changing priorities.
- Strong interpersonal, collaborative, and team skills (including dealing effectively with others in conflict situations).
- Knowledge and understanding of current policy debates and the legislative process.
- Demonstrated understanding of Arab American domestic issues and experience with policy research, development, and analysis.
- Knowledge of U.S. foreign policy in the Middle East.
- Law degree preferred, but not required.
- Bachelor's degree in Communications, Pre-Law, Political Science, or a related field
- A minimum of 3 years of job related experience.

The Arab American Institute offers a competitive salary based on experience as well as a comprehensive benefits package.