

Title: Federal Affairs Director (full-time, exempt)

Reports to: Managing Director

Location: Washington, DC

The Federal Affairs Director manages and executes Giffords federal legislative strategy and serves as liaison to elected officials at the federal level and their staff.

Position requires ability and interest in staffing occasional evening and weekend events.

Duties + Responsibilities:

- Develops strategy, tactics, and work plans for advancing organization’s gun violence prevention policy priorities at the federal level, including both offensive and defensive goals
- Leads and develops relationships with Congressional offices and Administration through frequent communication with members of Congress, their staff and Administration officials
- Manages federal affairs staff and outside consultants working to advance federal affairs advocacy
- Represents Giffords to national allied organizations to strengthen relationships, communicate organizational goals, and educate federal stakeholders on gun safety issues
- Facilitates and executes PAC program
- Monitors legislative developments on an ongoing basis, provides analysis of new information, and supports the federal affairs agenda via writing and reviewing talking points, fact sheets, testimony, letters, and reports
- Works with communications staff to approve federal policy content in social media, press releases, statements, and op-eds
- Plans and executes Congressional briefings and special events
- Identifies and elevates compliance questions and meets all compliance regulations and requirements related to federal lobbying work
- Staffs occasional evening events
- Other duties as assigned

Essential skills + experience:

- At least five years’ experience with federal legislation, lobbying, or advocacy and policy development and analysis
- Demonstrated ability to build and maintain relationships with public officials and their staff and external stakeholders
- At least two years’ experience managing staff, consultants and projects
- Ability to coordinate effectively with allied organizations, build new relationships, and create partnerships
- Demonstrated problem-solving skills and ability to be flexible
- Ability to manage multiple projects in a fast-paced environment
- Sense of humor and interest in working closely with people
- Excellent written and verbal communication skills



- Excellent time management and attention to detail
- Commitment to ending America's gun violence epidemic through effective laws and regulations

Salary commensurate with experience. Competitive benefits include health, dental, and vision insurance, 401k plan with employer match, and paid holidays.

Giffords is proud to be an equal opportunity employer committed to assembling a diverse staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

ABOUT GIFFORDS

Giffords is a nonprofit organization dedicated to saving lives from gun violence. Led by former Congresswoman Gabrielle Giffords and her husband, Navy combat veteran and retired NASA astronaut Captain Mark Kelly, Giffords inspires the courage of people from all walks of life to make America safer.

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