Director, Policy and Advocacy
Alliance for Peacebuilding
Washington, DC

Job Title
Director, Policy and Advocacy

Introduction
The Alliance for Peacebuilding (AfP) is a nonpartisan network of 120+ organizations working in 153 countries to end conflict, reduce violence, and build sustainable peace. Our members include some of the world’s largest development organizations, most innovative academic institutions, and most influential humanitarian and faith-based groups. We build coalitions in key areas of strategy and policy to elevate the entire peacebuilding field, tackling issues too large for any one organization to address alone.

Role summary
AfP seeks a dynamic and experienced Director for Policy and Advocacy to support AfP’s Congressional advocacy and education efforts and Executive Branch and global network engagement to elevate and strengthen the peacebuilding and conflict prevention field. Specifically this position will lead AfP efforts, building off the passage of the Global Fragility Act, to support the peacebuilding field’s advocacy work to develop and strengthen bipartisan Congressional champions who will promote the adoption of a material support terrorism legislative fix. S/he will strengthen the unity and effectiveness of the peacebuilding community’s policy voice by building strong and active relationships with policymakers and civil society allies. The Director reports to the AfP Vice President.

Duties and Responsibilities
The Director will have the following duties and responsibilities:

- Support AfP’s non-partisan policy, advocacy and education efforts with the U.S. Congress, the U.S. Executive Branch including other governments and multilateral organizations and will direct and manage AfP’s efforts to promote the adoption of a material support terrorism legislative fix;
- Respond to AfP members, such as joining meetings, sharing information, and organizing and taking part in speaking engagements;
- Support Vice President and CEO in consulting with the U.S. government, such as the State Department, USAID, and Department of Defense, on key initiatives;
- Strong research, analytical, and writing skills, including drafting talking points, op-eds, policy briefs, and other substantive content; and
Coordinate and lead the activities of the Material Support Working Group and the CVE Working Group with relevant partners.

Required Skills and Experience

- Passion for public policy, international affairs, peacebuilding, and/or nonprofit work;
- At least five (5) years of experience in legislative or public policy, ideally as a Congressional staff member, lobbyist, or policy advocate, with a solid familiarity with Congressional process and a background on countering/preventing violent extremism;
- Exceptional writing and analytical skills and ability to translate research into compelling narratives;
- Strong leadership and communication skills with a strong belief in equal voice, accountability with the ability to learn from constructive feedback;
- Experience with issue-based campaigning and political advocacy, preferably on U.S. foreign policy issues;
- Demonstrated ability to write high quality, compelling content, for a range of audiences;
- Excellent interpersonal skills and ability to work well in a team environment;
- Highly organized and able to multi-task and meet deadlines;
- Strong attention to detail and ability to deliver quality work; and
- Bachelor’s degree.

Desirable Skills and Experience

- A robust Washington policy network, with strong bipartisan Congressional contacts, particularly in the Foreign Affairs/Foreign Relations and Appropriations committees;
- Master’s degree in public policy, international relations, peace or conflict studies, or a related field.
- Familiarity with the impact of material support laws on the work of peacebuilding organizations in fragile and conflict-affected states.

Application Process

Please send a cover letter, resume, and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Director, Policy and Advocacy. Each attachment should be labeled "Last name, First name – [Document type]."

Application Deadline: Applications will be reviewed on a rolling basis, and the position will be filled as soon as a well-qualified person is identified. Only applicants meeting required qualifications for the position will be considered. The Alliance for Peacebuilding is an equal opportunity employer and welcomes resumes from all qualified applicants, particularly women and minorities but must be eligible to work in the United States. The Alliance for Peacebuilding does not sponsor work visas. The Alliance for Peacebuilding does not discriminate based on gender, ethnicity, race, or persons with disabilities.
As peacebuilders committed to social justice, we believe that drivers of violent conflict disproportionately hurt the most marginalized people in society — including people of color, people from lower income backgrounds, women and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

**Alliance for Peacebuilding (AfP) is an EEO Employer**
As an equal opportunity employer, AfP recruits, employs, trains, compensates and promotes regardless of race, color, age, religion, national origin, sex, marital status, disability, veteran status, sexual orientation, genetic information, HIV/AIDS status, political affiliations or belief, pregnancy, or any other characteristic protected by law. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Please contact humanresources@allianceforpeacebuilding.org for assistance. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Only those applicants who meet required qualifications will be considered. **All candidates who apply should be eligible to work in the United States, as AfP does not sponsor work visas.** Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only; no phone calls please.