

Policy Manager (Foreign Policy/National Security)

The Policy Manager for Foreign Policy/National Security will identify and navigate sensitive foreign policy and national security issues, make analytical recommendations, and produce or supervise the production of content focused on empowering local advocates with the knowledge they need to effectively advocate to their members of Congress for progressive policy priorities. Issues to be covered by this Policy Manager may include peace and conflict, national security, nuclear nonproliferation, international and domestic terrorism, democratization, trade, etc. The Policy Manager will also focus on additional issues that may or may not be foreign policy-focused, particularly issues related to domestic civil liberties.

About the Indivisible Project

We are a dynamic, non-profit start-up seeking initial full-time hires to support our mission: resisting Trump's agenda by empowering local activist groups to make their Members of Congress listen. Our work is premised on a simple idea: that Trump's agenda doesn't depend on Trump--but rather on whether individual Members of Congress resist. In short, we work to support the creative, local leaders driving the [Indivisible Movement](#).

Following the election of Donald Trump, a group of two dozen former congressional staffers and progressive advocates [drafted a document](#) called "Indivisible: A Practical Guide for Resisting the Trump Agenda." [What is the Indivisible Guide?](#) It's a toolkit on citizen power, a set of local, defensive advocacy strategies and tactics for resisting the Trump agenda. Thousands of local groups have now formed in nearly every congressional district in the country to put the guide into action.

The Indivisible Project is now transitioning from an all-volunteer organization to a hybrid volunteer and staff model to support their efforts. We are hiring for these positions immediately, with a preference for D.C.-based applicants.

How to Apply: If you are interested in one of the below opportunities, please send your CV, cover letter, and salary requirements to jobs@indivisibleguide.com with the position title in the subject line. All positions listed below are full-time, with salaries commensurate with experience and a benefits package.

Indivisible, a project of The Advocacy Fund, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Responsibilities:

- **Leads Major Policy Project Development:** Serves as lead on at least one major legislative policy priority at a time, including:
 - Developing strategic plan for engagement

- Building relationships with relevant stakeholders and experts
- Supervising internal analysis and production of policy materials for external use, with assistance of policy expert volunteers
- **Conducts Legislative Analysis and Tracking:** Tracks and analyzes congressional and administrative activities in real time, including:
 - Monitoring congressional/administrative developments daily
 - Liaising with Field, Social/Communications and other teams to keep pulse on priorities rising from local group level
 - Provide strategic analysis of real-time developments, liaises with stakeholders, and makes recommendations on priorities and strategies for engagement
- **Develops Policy Content:**
 - Producing policy content and manages process of policy content production, including coordinating with volunteers and gathering inputs from external stakeholders / organizations.
 - Determining which types, amount and format of content will best equip local Indivisible groups to address the policy priorities determined by Director of Policy and Policy team, potentially including:
 - Short briefs on congressional procedure and policy issues
 - Toolkits that provide actionable tactics to advance progressive foreign policy or civil liberties
 - Rapid updates on current happenings in Congress and sample actions for constituents
 - Tips for interacting with members of Congress
 - Other products as determined by this role, in coordination with other Indivisible Project teams
- **Fosters Strategic Partnerships:** Maintains relationships within subject matter expertise networks and stays abreast of major developments in key policy areas. In coordination with Field and leadership teams, liaisons with:
 - National think tanks and advocacy organizations
 - Key congressional contacts
 - Other informal and formal resistance efforts
- **Acts as Spokesperson/ Representative:** For external events, media, Indivisible calls/webinars, etc.

Qualifications:

- 3-5 years professional experience in politics including Capitol Hill experience and/or government, policy advocacy, or political organizing / campaigns
- Professional experience working on foreign policy, foreign aid, national security, constitutional law, terrorism, nuclear nonproliferation, and/or civil rights
- Experience managing projects across teams and coordinating with outside stakeholders
- Excellent written and verbal communication skills; Spanish language skills a plus
- Demonstrated ability to entrepreneurially excel in a fast-pace, campaign-like environment
- Alignment on the core progressive values of the Indivisible Project and commitment to assisting groups in implementing the strategy of the [Indivisible Guide](#)

Physical Requirements

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.

- Must be able to clearly communicate with others: to understand them and to be understood
- Must be able to read and compose documents so that their intent is easily understood
- Must be able to effectively use a computer and telephone to conduct business
- Must be able to maneuver within small office spaces
- Must be able to travel between locations by vehicle and/or plane (this travel will be funded or reimbursed by Indivisible)

Work Environment

Candidates should be prepared to either work from home or in a professional office environment as the organization evolves. This role routinely uses standard office equipment such as computers, phones, and photo copiers. The role may require occasional domestic travel.