

**Government Affairs and Coalitions Manager
Competitive Enterprise Institute
Washington, D.C.**

<https://talentmarket.org/ceigacm/>

About CEI

CEI is a non-profit public policy organization dedicated to advancing the principles of limited government, free enterprise, and individual liberty. Our mission is to promote both freedom and fairness by making good policy good politics. We make the uncompromising case for economic freedom because we believe it is essential for entrepreneurship, innovation, and prosperity to flourish. CEI pursues a full-service approach to advancing public policy, which includes conducting original scholarly research, active communications campaigns, direct advocacy with policymakers, and litigation. Founded in 1984, CEI has grown into an effective advocate for freedom on a wide range of critical policy issues, including energy, environment, business and finance, technology, telecommunications, and food and drug regulation.

About the Role

The Competitive Enterprise Institute seeks a Government Affairs and Coalitions Manager to build and maintain relationships with public officials and allies, communicate CEI's policy and legislative agenda to key policy makers and allies, and execute internal communications to keep CEI staff aware of legislative and policy developments. This position is most suitable for an individual with 1 to 4 years of experience working on Capitol Hill or in legislative affairs, with strong communication and organizational skills.

Culture matters; CEI is a feisty think tank that embraces a forward-thinking and entrepreneurial approach to policy change. Members of the communications team operate in a cooperative team structure with an emphasis on accountability to one another. They work hard, have a good sense of humor, enjoy life, and are intensely dedicated to conveying CEI's principles of individual liberty, free enterprise, and limited government.

Flexibility, team cooperation, an ability to juggle multiple tasks, an entrepreneurial spirit, and a deep attention to detail are all essential. There is opportunity for growth in this position, with respect to both additional responsibilities and greater autonomy in work. CEI often prefers to hire for new positions from within the organization.

Due to the COVID-19 pandemic, this position is currently approved for remote work. However, once the pandemic has abated, the Government Affairs and Coalitions Manager will be expected to work out of CEI's Washington, DC offices.

Primary Responsibilities

Build and maintain relationships with key members and staff on Capitol Hill, key policymakers in the executive, and allies on key policy issues:

- Ensure lawmakers, staff and key policymakers are aware of CEI's policy work and have access to CEI experts
- Schedule and attend meetings between CEI experts and key policymakers
- Attend regular congressional and ally coalition meetings

- Pitch, coordinate, and support CEI experts with congressional testimony
- Coordinate with CEI experts to ensure timely response to congressional and executive branch requests

Communicate CEI's policy and legislative agenda to key policymakers and allies:

- Circulate CEI research and policy work to key audiences on Capitol Hill, in the executive and allies
- Present CEI research and updates on CEI events at regularly scheduled congressional and ally meetings
- Assist CEI's Director of Events with planning, organizing and executing events on and around Capitol Hill

Keep CEI staff informed about legislative and policy developments:

- Devise and operate an internal communications system to keep CEI staff informed of relevant legislative and policy developments
- Educate CEI staff on congressional structure and operations, legislative process, and strategy
- Provide CEI experts with reminders of upcoming deadlines for congressional and executive branch-related work

Qualifications

- The ideal candidate will have 1-4 years of experience working in Congress or in a legislative affairs role
- Once the pandemic abates, travel related to this position will be mostly limited to the DC Metro area.
- Strong writing, communications, and organizational skills required
- Proficiency with Microsoft Office essential. Experience with Salesforce and Pardot a plus

Characteristics

If you believe that this position may be a good fit, these words will describe you:

- **Communicator.** You have excellent oral communication, writing, and editing abilities. Any type of strong writing skills will be considered, but legislative and/or public affairs experience provides added benefit.
- **Detail Oriented.** You are relentless about accuracy with regard to both content and formatting and obsessive about meeting deadlines.
- **Team Player.** CEI's communications team is a close-knit, five-person team that works hard (and sometimes works long hours) to serve the organization and its external and internal audiences.
- **Discreet.** You have a lifelong commitment to discretion and to maintaining the privacy and confidentiality of information entrusted to your care. You are comfortable and diligent when handling highly confidential materials and information.
- **Teachable.** You are eager to learn new things and never put off by mundane tasks. You are also happy to work within established boundaries.
- **Self-starter.** You are willing and able to jump into project management. You know when to ask for help, but, once trained, you don't need hand-holding. You're comfortable receiving increasing autonomy to manage your own work and important processes.
- **Multi-Tasker.** You thrive in an environment that demands multi-tasking.

- **Focused.** You are able to focus on specific tasks for as long as necessary. While skilled at multi-tasking, you know how to avoid being distracted. You drive yourself to get the job done right and on time.
- **Curious and Policy-Minded.** You like public policy and are curious enough to enjoy the challenge of taking complex policy ideas and distilling them in ways that are both factually accurate and interesting to both internal and external audiences.
- **Planner.** You enjoy planning and executing complex processes.
- **Deadline Driven.** You are personally punctual. You are deadline-driven. Making the trains run on time and meeting deadlines are simply part of your DNA.
- **Flexible.** You easily maintain a positive, flexible attitude whenever needs or priorities shift.
- **Aligned.** You are, politically libertarian or conservative and can discuss your philosophical alignment with CEI's mission and vision. Please see the CEI website, cei.org, for a deeper understanding of the organization's policy agenda.

To Apply

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing your interest in and qualifications for this position
- Resume
- Two Writing Samples (no more than 3 pages long each); writing samples relevant to CEI's work preferred, any two writing samples are acceptable
- 3 or more professional and/or personal references

Applications should be submitted to Talent Market via this link: talentmarket.org/apply-for-your-dream-job/

Questions can be directed to Katy Gambella, Network Engagement Manager at Talent Market, who is assisting with the search: katy@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit entity dedicated to promoting liberty by helping free-market nonprofits identify talent for critical roles. We provide free consulting and recruiting services to free-market think tanks, policy organizations, research centers, and capacity-building institutions dedicated to advancing the principles of limited government and free enterprise.