

POSITION DESCRIPTION
SENIOR DIRECTOR, POLICY AND ADVOCACY

FLSA Status:	Exempt
Department:	Policy and Advocacy
Location:	Silver Spring, Maryland
Position Reports to:	Senior Vice President, Policy and Advocacy
Direct Report:	Director, Policy and Advocacy

Position Summary:

HIAS seeks a Senior Director, Policy and Advocacy to be responsible for developing and promoting policies and legislation, strengthening ties with the Administration and Congress, and building constituencies in order to increase support for HIAS' work and achieve HIAS' advocacy priorities including a strong refugee resettlement program, robust international refugee assistance, and fair and humane asylum laws and policies. **The deadline to apply for this position is July 12th, 2017.**

Essential Functions:

- Manages and directs HIAS' Policy and Advocacy department in coordination with the Senior Vice President for Public Affairs, and other relevant departments in the agency.
- Develops HIAS policy positions, in coordination with the Board of Directors Public Affairs Committee.
- Promotes and advances HIAS advocacy priorities in Congress, the Administration, and UN agencies.
- Creates and maintains strong relationships with government officials and NGO colleague agencies.
- Represents HIAS by leading and participating in coalitions, meetings, and events relating to HIAS policy and advocacy priorities.
- Speaks to media and groups to promote HIAS advocacy priorities.
- Provides policy and advocacy information to HIAS staff and board.
- Provides expertise and promotes HIAS policy priorities to Jewish organizations and the Jewish community, including engaging the Jewish community in advocacy at the national and local levels, in coordination with the Senior Program Director, Community Engagement.
- Develops a communication strategy to promote HIAS' policy objectives, in coordination with Senior Director of Communication.

Qualifications and Requirements:

- Undergraduate degree required; graduate degree in a related field or juris doctor strongly preferred.
- A minimum of ten years of experience in refugee, immigration, or human rights policy and advocacy or legal field; management experience required.
- Expertise in federal legislative and administrative advocacy, legislative drafting, policy development, public speaking, communicating with the media; experience working with nonprofit



Welcome the stranger.
Protect the refugee.

organizations and the organized Jewish community; extensive background in refugee, asylum, immigration, human rights, or related field.

- Excellent leadership skills and ability to work autonomously and collaboratively.
- Creative thinking and problem solving skills; excellent organization skills.
- Excellent verbal and written communication skills.
- Ability to respond quickly in a fast paced environment; ability to travel 5 % of the time.

About Us:

HIAS is a global Jewish nonprofit organization working across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

Application Instructions:

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.