

Manager of Policy

The Economic Innovation Group (EIG) is a bipartisan research and advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. Headquartered in Washington, D.C., EIG produces widely-cited research and analysis, develops original policy ideas, and advances legislation to bring new jobs, investment, and economic growth to communities across the nation. Since launching in 2015, EIG has emerged as a leading voice in the national conversation about how to build an economy that works for more people and more places.

About the Role

EIG is seeking a Manager of Policy to join its fast-paced team to help advance the organization's policy and legislative goals and communicate EIG's research findings and policy recommendations to local, state, and federal legislative bodies and government agencies. The Manager of Policy will work with the Director of Policy and Coalitions, and the broader EIG Executive Team and staff to execute the organization's policy, advocacy, and outreach strategy to shape public policy on such issues as regional inequality, economic dynamism, and entrepreneurship.

Responsibilities

- Work with Director to formulate and guide execution of strategies and tactics to advance policy priorities;
- Develop policy proposals, legislative language, and policy positions;
- Monitor and analyze policy proposals, legislation, administrative and regulatory updates, and ensure key stakeholders are apprised of developments;
- Research and draft materials including hearing testimony, presentations, policy summaries, advocacy materials, comments, and statements for key audiences;
- Develop, maintain, and build-upon a network of relationships with congressional staff and members of federal, state, and local government entities and agencies;
- Collaborate with national organizations and key stakeholders to build coalitions in support of EIG's policy agenda;
- Maintain deep knowledge of relevant legislative initiatives and policy developments on EIG's core issue areas;
- Perform other duties as required.

Qualifications

Five or more years of experience with the federal legislative process, working either inside or outside government on legislative issues. Familiarity with research-oriented work environments and economic policy is required. Bachelor's degree required, Master's degree preferred; preferably in public policy, political science, economics, or a related field. Demonstrated ability to make sound strategic judgments, and in designing and implementing bipartisan legislative strategies. A proven ability to work in a fast-paced, highly collaborative environment as part of a team, managing multiple competing priorities and diverse stakeholders. Excellent written and oral communication skills with an outstanding ability to explain technical policy issues in clear,



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concise terms. Self-motivated, entrepreneurial, creative, organized, and deeply committed to personal and organizational excellence.

Apply

This is a full-time exempt position and compensation is commensurate with experience. EIG provides generous health care and retirement benefits and a generous paid time off and holiday schedule. Applicants should send a resume and cover letter to **careers@eig.org** with the subject line “Manager of Policy.”

Please note: This position is based in Washington, DC. In response to COVID-19, EIG staff are temporarily teleworking. Once the office reopens, the person hired for this position will work in the EIG office in Washington, DC.

EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.