



Manager of Public Policy

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more dynamic and inclusive American economy. Headquartered in Washington, DC, EIG produces nationally-recognized research and works with policymakers to develop ideas that empower workers, entrepreneurs, and communities. Our work covers a wide range of economic policy issues, including tax incentives, labor market competition, immigration, retirement, economic revitalization, entrepreneurship and innovation, and more.

About the Role

Reporting to the President and CEO and working closely with the Director of Policy and Coalitions, the Manager of Public Policy advances EIG's legislative agenda and ensures that we are a vital resource to stakeholders in Congress, the Administration, and state and local government. The ideal candidate will have a substantive understanding of public policy and a deep familiarity with navigating the legislative process, as well as a strong interest in creative, bipartisan policy development. Responsibilities will include, but not be limited to, the following:

- Own the day-to-day management of EIG's policy portfolio and work to advance the organization's legislative and regulatory priorities.
- Develop and maintain relationships and lead meetings with federal policymakers and their staffs, key government officials, and outside stakeholder organizations.
- Maintain real-time awareness of developments on the Hill and in the Administration and advise the EIG team on their relevance to our work.
- Develop new ways to leverage EIG's expertise to add value to the policymaking process.
- Create policy materials including legislative proposals, testimonies, bill summaries and analysis, etc., to explain and promote EIG's work.

Qualifications

- Five or more years of experience in the fields of public policy or government affairs, with some experience on the Hill or at an agency focused on economic policy preferred.
- Expertise in at least one economic policy area and the ability to quickly master new issues.
- Superb verbal communication skills, including the ability to explain highly technical policy issues clearly and concisely while adapting messaging to the audience.
- Excellent written communication skills, including the ability to quickly produce publication-ready materials.
- Strong networking and coalition-building skills, with the proven ability to influence a politically diverse range of audiences.
- Desire to work in a fast-paced, highly collaborative environment.
- Strong project/process management abilities; must be comfortable taking ownership and working with limited day-to-day tactical guidance.

Apply: Please send: (1) cover letter, (1) resume, and (1) writing sample to careers@eig.org with the subject line "Manager of Public Policy."

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.