



# Job Description

## Director of Government Affairs

**Reports To:**  
Vice President, Policy and Programming

**Position:**  
Full-time

**Direct Reports:**  
Interns

**Location:**  
Washington, D.C.

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## Position Overview

The Director of Government Affairs will drive the creation and refinement of a strategic policy agenda around the organization's platform issues with the executive branch and strategic partners. They will oversee the execution of innovative and high-impact policy initiatives from a substantive and advocacy perspective.

### Job Responsibilities:

- Support in executing MPAC's short and long-term policy goals.
- Develop and implement MPAC's policy strategy as it pertains to engagement with the executive branch including all federal agencies.
- Oversee the drafting and publication, in coordination with policy fellows, of memos and recommendations on MPAC's major platform issues.
- Support the policy team in executing general programs for the Washington, DC office, and other regional and national programs. They
- Support programmatic initiatives and campaigns that move the organization towards its mission and vision; and work with staff and leadership to develop, track and communicate project goals, timelines, and deliverables related to those initiatives and Campaigns.
- Support a process of internal communication, coordination, documentation and evaluation for all of MPAC's policy goals.



## MUSLIM PUBLIC AFFAIRS COUNCIL

- Develop and sustain strong relationships with our partners, allies, and coalitions; Speak at local community events.
- Work with the Development team to find financial resources for policy programs including major donors, foundations, and corporate sponsors.
- Support in organizing annual policy and government summit, manage policy summit community engagement and coordinate activities bringing community together, as needed.
- Support the annual congressional leadership development program, including securing congressional internship positions, securing summer-long speakers series, as needed.
- Support organization-wide planning, development, and communication activities as needed and ensure adherence to the organization's mission and vision; and other tasks and duties, as may be assigned from time to time to support MPAC's mission and overall policy and programmatic goals.
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### **Qualifications and Skills:**

- 5+ years of experience in government, public policy, advocacy, or other relevant fields, ideally with at least 3+ years in a leadership role.
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Deep understanding and experience with governance systems and policy.
- Proven track record of success leading high-impact and innovative policy advocacy and public relations campaigns.
- Demonstrated success working in partnership with constituents and community organizations, including experience building and working in coalitions.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with community members, donors senior management, and Staff.
- A demonstrated track record of successful project management and staff management. Demonstrated success in delivering high-quality work products on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Demonstrated ability to highlight complex problems, develop and evaluate options, and implement solutions.
- Strong facilitation, consensus building, and strategic thinking skills required.



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### Benefits:

- Health, Dental and Vision Insurance, 401K, Life Insurance, Long-Term Disability Insurance
- Compensation: \$90,000 - \$120,000, commensurate with experience

## Qualifications & Requirements

- Sincere and demonstrated commitment to increasing the public's understanding of Islam and improving policies that impact American Muslims;
- 3 to 5 years of experience in government engagement, program development, communications, or other relevant fields, Bachelor's degree required;
- A strong understanding of the policy-making and legislative process with particular experience in coalition and community building;
- A strong understanding of key domestic policy issues impacting American Muslim communities; including but not limited to national security, civil liberties, immigration, religious freedom, and civic engagement;
- Experience with grant writing and/or working with grant writers, corporate sponsors, or major donors is highly preferred;
- Experience with public speaking to diverse audiences and exceptional writing, editing, and critical analysis skills;
- Be proactive, reliable, responsible and accurate with an attention to detail. Self motivated with a positive and professional approach to management;
- Ability to work in dynamic, fast-moving, high-stress environments.

## How to apply

Please email your resume and cover letter to [hello@mpac.org](mailto:hello@mpac.org).



MUSLIM PUBLIC  
AFFAIRS COUNCIL

## About MPAC

### Vision

America is enriched by the vital contributions of American Muslims.

### Mission

MPAC improves public understanding and policies that impact American Muslims by engaging our government, media, and communities.

### Overview

Founded in 1988, the Muslim Public Affairs Council (MPAC) is a national public affairs nonprofit working to promote and strengthen American pluralism by increasing understanding and improving policies that impact American Muslims. Over the past 36 years, MPAC has built a reputation of being a dynamic and trusted American Muslim voice for policymakers, opinion shapers, and community organizers across the country.

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