



## Job Description: US Policy Manager

Global Shield is a non-profit advocacy organization devoted to reducing global catastrophic risk. Global Shield takes a holistic approach, seeking policies that address all forms of global catastrophic risk. We are a fast-growing organization working in a rapidly changing environment requiring adaptability, quick responses, and a global understanding of policy. We currently have offices in Washington DC, USA and Canberra, Australia, and plan to expand our global footprint in the coming years.

We are seeking a US Policy Manager to help execute our policy advocacy efforts in the United States.

- **Location:** USA (Washington DC area strongly preferred), with remote work
- **Reporting structure:** Reports to the Executive Director
- **Position Length:** Full-time.
- **Work Authorization:** This position is not eligible for employment visa or work authorization sponsorship.
- **Salary:** \$110,000 to 140,000, plus benefits. Salary depending on experience.
- **Application information:** Apply here (<https://forms.gle/6YtrYupZEobHydsy7>) by February 1 at 6:00 PM Eastern Time.

### What you'll be doing

Global Shield seeks an experienced and dynamic US Policy Manager to implement our advocacy efforts in the United States under the strategic direction of our Executive Director. This person will be responsible for advancing our mission within US policymaking, engaging with Congressional offices, governmental agencies, and fostering relationships with strategic partners. The ideal candidate is an experienced policy advocate who has been involved in transformational policy change from inside or outside government, and is deeply knowledgeable about policy processes and passionate about reducing global catastrophic risk.

### Key Responsibilities

#### Stakeholder Engagement and Relationship Management:

- Identify possible key policy opportunities at the federal level, leveraging changes to the political climate and emerging trends in global risk areas.
- Support the Executive Director to represent Global Shield in high-level meetings with US government officials, policymakers, and international stakeholders.
- Cultivate and maintain relationships with key stakeholders, including government agencies, legislative offices, advocacy groups, and think tanks.
- Maintain organized documentation of key relationships and advocacy progress and regularly provide situational awareness updates to the Global Shield team.



- Partner with aligned advocacy organizations and other stakeholders to amplify Global Shield's voice and coordinate on aligned initiatives.

#### **Program Management:**

- Advise on possible budget priorities for US office activities, ensuring cost-effective resource use and alignment with organizational priorities.
- Prepare regular reports and updates for senior leadership on advocacy progress, challenges, and policy developments.

#### **Policy Analysis and Communication:**

- Conduct research and analysis on relevant US policies, keeping informed on legislative changes, regulatory shifts, and public opinion trends. The US Policy Manager will receive support in this work from the broader team, but is expected to provide advice on the US context.
- Draft policy comments, advocacy briefs, and other policy documents to support Global Shield's stance on pressing issues.
- Support the Director of Brand and Communications to engage with media outlets to shape narratives around critical issues, drafting press releases, opinion pieces, and public statements as necessary.

## What we're looking for

We are looking for individuals who resonate with our organizational values and possess the audacity to tackle global challenges. Global Shield expects its staff to align with our organizational values; we are influential, collaborative, creative, effective, and audacious. The candidate must demonstrate a range of important qualities:

#### **Required Skills and Experience**

- **Policy expertise:** Experience in advocacy, policy analysis, or governmental relations.
- **Experience working in or with the US Government:** Previous experience working in a federal or state government agency, congressional office, or relevant advocacy organization working on federal policy.
- **Policy network and intuitions:** Familiarity and connections with the DC policy ecosystem, with good instincts around institutional reputation-building and political dynamics in DC.
- **Advocacy skills:** Demonstrated success in advancing policy objectives in complex, multi-stakeholder environments; skilled in legislative advocacy and lobbying.
- **Communication skills:** Exceptional written and verbal communication skills, with experience serving as an organization's spokesperson and engaging with the media.
- **Relationship building:** Strong networking abilities and experience fostering relationships with policymakers, government agencies, and advocacy organizations.



- **Analytical abilities:** Strong analytical and research skills, with experience in policy analysis, strategic planning, and evaluating political landscapes.
- **Comfort with hybrid work:** Our team is global and much of our day-to-day work is completed from home or other remote work locations. However, this role will necessitate significant time in-person in Washington D.C. to advance advocacy efforts.
- **Education:** Bachelor's degree

## Desired Skills and Experience

The desired candidate can also offer the following attributes:

- **Subject-matter expertise:** Expertise in a specific area of global catastrophic risk or all-hazards emergency management
- **Leadership:** Proven leadership experience with a track record of managing diverse teams and achieving strategic goals. Fundraising experience strongly preferred.
- **Media savvy:** Experience handling media engagements, drafting press releases, and conducting interviews.
- **Additional language skills:** Proficiency in a second language other than English, especially in an official language of the UN, is a plus.

## How to apply

To apply, please submit an application and resume here (<https://forms.gle/6YtrYupZEobHydsy7>). Applications will be processed on a rolling basis and will be accepted until Sunday, February 1 at 6:00 PM Eastern Time.

## Contact us

If you have any questions, please email contact [@] [globalshieldpolicy.org](mailto:globalshieldpolicy.org) with the subject "Question: US Policy Manager application"

*Global Shield is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and encourage applicants from all backgrounds to apply.*