

POLICY ADVISOR

Organization Summary:

The Animal Welfare Institute (AWI) is a nonprofit organization founded in 1951 whose mission is to alleviate the suffering caused to animals by people. With headquarters in the Eastern Market district of Washington, DC, AWI employs approximately 25 staff and consultants, with most located at its headquarters and others operating from locations around the country. AWI is program oriented—90 percent of our budget goes to support our programs to protect farm animals, animals in research, companion animals, and terrestrial and marine wildlife via strategically crafted campaigns, political advocacy, litigation, educational programs, and engagement with industry, policymakers, scientists, other NGOs, and the public.

Position Summary:

As a member of the Government Affairs department, the Policy Adviser works with AWI's program staff to set legislative priorities and to lobby to advance AWI's interests. This position reports to the Director of Government Affairs.

Responsibilities:

- Vigorously advocate on behalf of AWI's animal welfare priorities before Congress, administrative agencies, and state governments as appropriate
- Develop contacts and avenues of communication with staff and officials in the legislative and executive branches, and with outside organizations as needed to advance AWI's priorities
- Represent AWI at meetings, hearings, briefings, and other events
- Prepare fact sheets, testimony, letters, actions alerts ("eAlerts"), and other materials for communicating with policymakers and activists
- Draft, revise, and update website content on select state and federal legislation and regulatory actions affecting animals
- Conduct in-depth research on key issues concerning AWI's legislative agenda
- Track and report time spent lobbying to conform with federal and local lobbying laws
- Contribute towards strategies for achieving successful outcomes across the organization through legislation, agency regulations, and litigation

Education:

- 4-year college degree required

Skills and Experience:

- At least two years' advocacy and/or government experience; additional experience a plus
- Strong written and verbal communication and public speaking skills
- Strong research skills
- An understanding of and passion for animal protection issues
- Familiarity with federal and state policy-making processes
- Familiarity with federal and state laws/regulations that govern the treatment of animals
- Ability to work well independently and within a team
- Strong organizational skills: ability to coordinate and prioritize multiple projects simultaneously

- Willingness to travel on occasion
- Willingness and ability to work long hours with little or no notice

Job Location

Washington, D.C. Remote working will not be considered for this position.

Salary/Benefits

Salary is commensurate with experience and abilities. Benefits include employer-paid medical, prescription, and dental insurance, employee-paid vision insurance, 401(k) with employer match, paid leave, on-site parking, and IRS commuter benefit program.

To apply:

Please send a cover letter, resume, and brief writing sample (two pages maximum) to jobs@awionline.org, "Attn: Policy Advisor." The position will remain open until filled. **No telephone calls, please.**

AWI is an equal opportunity employer.