

# FOREIGN POLICY

FOR AMERICA

**Title:** Outreach Associate

**Status:** Exempt

**Reports To:** Outreach Director

**Location:** Washington, DC (in-person)

**About Us:** Foreign Policy for America (FP4A) is a national organization advocating for principled American engagement in the world. Together with our members and partners, we promote sound policies, hold elected officials accountable for their votes and actions, and help elect champions for our values. The Foreign Policy for America family of organizations includes FP Action Network, our federal political action committee, and Foreign Policy for America Foundation, our 501(c)(3) educational arm.

**Position Description:** Foreign Policy for America (FP4A) is hiring an early-career professional to join our team in Washington, DC as an Outreach Associate. The ideal candidate is a kind, service-oriented and highly organized individual who is committed to advancing principled American engagement in the world. The Outreach Associate supports FP4A's efforts to grow and strengthen our diverse national community. They will work to ensure a positive membership experience for those in their assigned region, support relationship management of current members, execute regular programming, and drive local recruitment efforts. Outreach Associates will also support candidate fundraising events for candidates endorsed by FP4A.

**Compensation:** Compensation will be tailored to reflect the candidate's unique skill set and experience, within a salary range of \$45-60k. Overall compensation includes highly competitive benefits package, comprising of 100% employer-paid health, dental, and vision insurance; 401k program with matching contributions; paid parental leave; unlimited paid time off; and more.

### **Key Responsibilities for Outreach Associate:**

- **Power Building & Organizing.** Contribute to FP4A's mission of building the foreign policy community we need by supporting growth and recruitment efforts in assigned cities.
  - Recruit members of our National Committee and Leadership Circle in assigned cities.
  - Recruit and engage local stakeholders and candidates for FP4A's NextGen Initiative in assigned cities.
- **Member Programming.** Organize and facilitate top-tier programming for all FP4A members.
  - Coordinate Leadership Circle Dinners featuring top foreign policy leaders and members of Congress in assigned cities.
  - Support FP4A NextGen Initiative events and recruitment in Washington, DC and assigned cities.
  - Work with FP4A members to deliver for endorsed candidates by raising funds and planning regular candidate fundraisers in Washington, DC and assigned cities.

- **Relationship Management.** Maintain and prioritize strong relationships to provide a positive membership experience.
  - Establish and execute an onboarding process to foster and strengthen relationships with new members in assigned cities.
  - Use EveryAction to track relevant data for all members in assigned cities and utilize stored data to foster a personalized membership experience that meets members' goals.
  - Conduct regular check-ins with assigned relationships and secure membership renewals in assigned cities.

In addition to key responsibilities outlined above, the Outreach Associate will contribute to organization-wide strategic planning and assist with other duties as assigned.

**Requirements:** While the listed requirements below have been beneficial for Outreach Associates in the past, we value diverse experiences and skills. If you feel you would excel in this position despite not meeting all requirements, we encourage you to apply.

- 1-4 years (12-48 months) of professional experience. Internships and student government experience are counted as 50% (i.e., 4-mo internship = 2 mos of experience). Valuable experience may include organizing, campaign experience, fundraising, event planning, stakeholder engagement, and/or relationship management.
- Demonstrated commitment to Foreign Policy for America's values and mission of strengthening principled American engagement in the world.
- Genuinely values and appreciates working with people and has a natural ability to build and expand professional networks.
- Demonstrates excellent time management skills, efficiently allocating resources, setting realistic goals, and optimizing productivity.
- Familiarity with Act Blue and EveryAction, and proficiency in Microsoft Office Suite (especially Excel) is preferred but not required.
- This position is based in Washington, DC. FP4A staff work from our downtown DC office during most of the week.

**To Apply:** Send a cover letter and resume to [info@fp4america.org](mailto:info@fp4america.org) with "Outreach Associate" in the subject line no later than Friday, November 29, 2024. Interviews will be scheduled on a rolling basis until the position is filled.

Foreign Policy for America is committed to inclusion and recognizes diversity as a strategic asset to our team and our community. As an equal opportunity employer, FP4A does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Visit our website at [www.FP4America.org/Jobs](http://www.FP4America.org/Jobs).