

FOREIGN POLICY

FOR AMERICA

Title: Political Associate

Status: Exempt

Reports To: Executive 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 a Political 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 Political Associate contributes to FP4A's efforts to strengthen our relationships with Members of Congress and to deliver political incentives for leading on our issues. Alongside the entire FP4A team, the Political Associate is also responsible for ensuring a positive experience for our membership and building a close working relationship with allied expert organizations.

Key Responsibilities for Political Associate:

- Identify, engage with, and shepherd diplomacy first candidates and Members of Congress through FP4A's endorsement process. This includes leading outreach to candidates across the country, conducting interviews with the Executive Director and FP4A Policy Team, advising candidates about elements of a principled foreign policy, and collaborating with the Communications Associate to publicize endorsements.
- Build and manage relationships with campaign staff, allied organizations, and other actors in the political space. Serve as an expert resource on the politics of foreign policy, including distributing message guidance to candidates for federal office.
- Draft materials required for FP4A's endorsements and stakeholder briefings, including research memos, legislative analysis, and briefing decks.
- Work closely with FP4A's Outreach team to support candidate fundraising and volunteer programs, seeking leadership and participation from members of the FP4A community. Support recruitment of new FP4A members in major cities across the country.
- Contribute to organization-wide strategic planning and assist with other projects as assigned, including administrative tasks, event logistics, and information management.

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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 a 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.

Requirements: While the listed requirements below have been beneficial for Political 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, stakeholder engagement, coalition building, and/or relationship management.
- Demonstrated commitment to Foreign Policy for America's values and mission of strengthening principled American engagement in the world.
- Excellent time management and organizational skills and an ability to efficiently allocate resources, set realistic goals, and optimize productivity.
- Experience conducting thorough research and analysis and drafting a variety of written materials (research memos, persuasive messaging, social media content).
- Familiarity with ActBlue 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 with "Political Associate" in the subject line no later than March 4, 2025. 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.