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## **Position Available – Deputy Director Public Citizen’s Congress Watch division**

Public Citizen is a national, non-partisan, public interest group with over 150,000 members and activists. The Congress Watch division conducts public education campaigns and advocates before the Congress and administrative agencies on money in politics, open government, corporate accountability, consumer protection, access to justice, transportation, and public health and safety.

**GENERAL DESCRIPTION OF POSITION:** The Deputy Director assists the Director in coordinating and overseeing a team of 15 people working on diverse policy issues. The Deputy also serves as Acting Director in the Director’s absence.

### **RESPONSIBILITIES:**

- **Management.** Manage a fast-paced, highly flexible legislative, research, media, and field operation. Work with the Director and other staff to develop policy positions and plan and implement legislative advocacy and public education campaigns. Fulfill duties of the Director in the Director’s absence.
- **Advocacy.** Track and analyze legislation and proposed regulations. Meet and correspond with legislative and executive branch officials and staff.
- **Publications.** Oversee production and dissemination of analyses, reports, fact sheets, and testimony.
- **Media.** Develop and maintain media relationships and respond to inquiries. Coordinate with communications division in writing editorial board memoranda, press releases, letters to the editor, and opinion editorials.
- **Development.** Work closely with the Director on fundraising, including outreach to foundations and major donors, written proposals and reports, and electronic solicitations.
- **Collaboration.** Serve as liaison to other Public Citizen divisions and coalition partners.

**QUALIFICATIONS:** J.D. preferred. Seven years of experience in a legislative setting or in campaign-oriented public interest advocacy, including three years as a supervisor. Proven interpersonal and management skills. Outstanding analytical thinking, political judgment, and oral and written communication skills. High energy and enthusiasm.

**SALARY AND BENEFITS:** Competitive non-profit salary commensurate with experience; good medical and dental coverage; three weeks paid vacation for new employees.

**To apply:** Send cover letter, resume, and writing sample to [applicant@citizen.org](mailto:applicant@citizen.org). Please include your last name and the position for which you are applying in the subject line of your email and in the filenames of attachments.