Job Title: Federal Legislative Affairs Director

Reports To: General Counsel

Department: Office of General Counsel

FLSA Classification: Full-Time; Exempt with Benefits

Salary: $110,000 - $130,000 commensurate with experience

Location: Washington, DC; Hybrid in-office schedule

Travel Requirements: Minimal – must be comfortable with routine visits to Capitol Hill.

About FAMM

How would you like to work in a highly rewarding job in a fun fast-paced work environment with great people, and try to make the world a better place at the same time? Consider joining FAMM!

Since 1991, FAMM has helped secure some of the most important sentencing reforms at the federal and state level, including the federal First Step Act of 2018, as well as efforts to repeal or reform drug mandatory minimum sentences in Michigan, Massachusetts, New Jersey, Florida, Pennsylvania, Maryland, Georgia, California and Iowa. The defining characteristic of FAMM's advocacy remains its emphasis on the human cost of counterproductive sentencing and prison policies. For more than three decades FAMM has shared the stories of families and individuals directly affected by these policies and advocated for more cost-efficient and humane approaches to protecting public safety.

Job Summary

The Federal Legislative Affairs Director supports FAMM's policy goals by setting and implementing a legislative outreach strategy on Capitol Hill, drafting key legislative proposals, and coordinating federal advocacy efforts. Reporting to the General Counsel, this role involves managing relationships with FAMM's coalition partners, overseeing contracted lobbyists, developing relationships with key members on the Hill, and representing FAMM at key events both on and off Capitol Hill.

Essential Functions & Key Responsibilities

1. Federal Legislative Priority Setting

- Collaborate with the General Counsel and Vice President of Policy to establish FAMM's annual federal legislative priorities, aligning them with FAMM's mission and advocacy goals.

2. Legislative Outreach Strategy

- Develop and execute a strategic outreach plan on Capitol Hill to advance FAMM's federal policy agenda, strengthening relationships with key legislative stakeholders.

3. Legislation Drafting

- Draft federal legislation and amendments to support FAMM's policy objectives, ensuring language reflects the organization's goals and effectively addresses legislative needs.

4. Federal Lobby Day Coordination

- Organize and coordinate federal lobby days as needed, facilitating effective engagement and advocacy with policymakers.

5. Representation and Advocacy

- Represent FAMM at events on and off Capitol Hill, advocating for policy changes and increasing FAMM's visibility among policymakers and stakeholders.

6. Coalition Building

- Work closely with FAMM's coalition partners on federal legislative priorities, building collaborative relationships that support shared advocacy goals.

7. Lobbyist Management

- Oversee FAMM's contracted federal lobbyists, ensuring their efforts align with FAMM's legislative strategy and objectives.

8. **Bipartisan Relationships**

- FAMM is a nonpartisan organization committing to advancing criminal justice reform through bipartisan engagement and collaboration. The person filling this role *must* be comfortable working with offices across the political spectrum.

Qualifications

Education and Experience:

- Bachelor's degree in Public Policy, Law, Political Science, or a related field required; an advanced degree preferred.
- 5+ years of experience in federal policy, legislative strategy, or advocacy, with a strong understanding of Capitol Hill dynamics. Strong preference for someone with direct Hill experience, but not a requirement.

Preferred Qualifications:

- Background in criminal justice or social justice reform.
- Demonstrated success in federal policy advocacy or legislative work.
- Enthusiasm for being a presence on Capitol Hill, connecting with members and their staff.

Competencies:

- Strategic thinking and expertise in legislative drafting and outreach on Capitol Hill.

- Strong communication skills with experience in public speaking and advocacy.
- Ability to coordinate complex events and facilitate collaborative efforts with coalition partners.
- Knowledgeable in managing lobbyists and legislative affairs at the federal level.

Soft Skills:

- Excellent written and verbal communication skills.
- Comfort with public speaking and being the "face" of FAMM on the Hill.
- Attention to detail and strong self-management skills.
- High adaptability and a strong work ethic.
- Demonstrated emotional intelligence.

How to Apply

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience and why they are a good fit for the role at FAMM, as well as a writing sample demonstrating their ability to communicate policy issues to jobs@famm.org with the subject line Federal Legislative Affairs Director. The position will remain open until it is filled.

FAMM is an Equal Opportunity Employer and is committed to providing a diverse and inclusive workplace.