

**Director of Government Relations (Full-Time, DC based)**

**About the Service Women's Action Network (SWAN):** SWAN's mission is to advocate for, support, and connect with service women; past, present and future. SWAN amplifies the voices of military women, draws attention to their unique needs and advocates for solutions to meet their needs.

**SWAN Director of Government Relations, Job Description. Duties and Responsibilities**

The Director of Government Relations contributes to SWAN's mission by taking the lead in developing and implementing SWAN's policy agenda, and working with the CEO and fellow senior staff to develop and communicate SWAN's short and long-term policy agenda. Works to establish SWAN as a leading voice in developing effective solutions to the tough issues facing women service members and veterans through legislation, litigation, policy changes, and regulatory reform. Enhances SWAN's ability to engage and influence lawmakers and policy makers on legislative matters that affect SWAN and the service women and women veterans for whom it advocates. Reports to the CEO.

*Responsibilities:*

- Collaboratively develops strategy to build support for SWAN policy initiatives and advance policy goals with key decision makers in the legislative and executive branches, Veterans Affairs and the Department of Defense.
- Monitors select legislative activities at the federal, Department of Defense, Department of Veterans Affairs, and peer organizations levels.
- Establishes and sustains relationships with policymakers and their staff, thought leaders and other key audiences to further SWAN's policy agenda. Identifies partnership opportunities that can be leveraged to broaden SWAN's policy impact. Works with key SWAN staff on these objectives.



- Participates in education and advocacy efforts, including testifying at government hearings, providing technical assistance to elected officials and staffers on key policy issues.
- Communicates with and briefs members of Congress, their staff, and agency officials through in person meetings, written communications, and phone calls.
- Develops policy proposals and advocates for them individually or in conjunction with coalitions and other partners.
- Serves as SWAN's policy representative to veteran stakeholder groups.
- Provides strategic policy analysis and background information and advocacy on issues related to servicewomen and women veterans including survivors of Military Sexual Trauma (MST).
- Participates in a variety of service women and women veteran stakeholder (MSO/VSO) and other partner events and presents SWAN work and policy positions to stakeholders at national conferences, as invited.
- Briefs SWAN's coalition organizations, allies and SWAN members on policy matters through written and electronic media and at in-person meetings. Coordinates efforts with coalition members, partners, and outreach to potential allies on issues of mutual interest.
- Writes short policy briefs on SWAN initiatives for dissemination to stakeholders and SWAN members. Prepares legislative memos, Statements for the Record, and congressional and other testimony in collaboration with the CEO.
- Identifies strategies to engage SWAN members in policy advocacy for key SWAN legislative and policy goals. Communicates policy initiatives to SWAN staff.
- Provides background information for SWAN's Director of Communications and Case Management (Support and Resources). Partners with Case Manager on available resources for service women and women veterans.
- Collaborates and coordinates with the CEO and Director of Communications in preparation of policy statements, fact sheets, publications and presentations of SWAN's work which could impact SWAN's policy or legislative initiatives or which could serve to advance or communicate SWAN's message.



- Advises the CEO on policy and legislative, as well as organizational, strategy for SWAN; supports the CEO in-person at legislative and other events as requested.
- Collaborates with the CEO and Director of Communications for media interviews and public relations issues resulting from regular duties.
- Contributes to standard operating procedures manual that includes guidelines for SWAN staff related to interaction with legislative staff and elected and Administration officials as well as coalitions and partners.
- Weekly and when needed, writes legislative updates or summaries of previous legislative sessions for distribution to SWAN staff and quarterly for the Board.
- Provides a monthly advocacy and legislative update for the newsletter.
- Create new connections with potential partners who work on issues on which SWAN should have a voice. Strengthens and deepens connections with existing SWAN partners.
- Leads analysis of proposed legislative actions, determines potential impact on the organization, and develops appropriate responses.
- Provides oversight of advocacy/legislative interns and research assistants, if any.
- Other duties as assigned

**Qualifications:**

- Master's degree or relevant and equivalent experience required.
- Very strong critical thinking/analytical skills and written and verbal communications skills with the ability to build constructive strong interpersonal and organizational relationships.
- Advanced understanding of the U.S. branches of the uniformed services, branches of the military and gender issues therein.
- Advanced understanding of the U.S. government and federal system, including the process of legislating, and the way Congress conducts oversight and the Executive Departments (particularly DOD and the VA) create and maintain policy and processes.
- Understanding of the military justice system and USMJ and Titles 10, 18, and 38.



- Available for regular meetings and events in the Washington DC and DMV as well as hybrid and virtual events.

Interested candidates are invited to submit a resume and a brief cover letter outlining their interest and qualifications for the role at [info@servicewomen.org](mailto:info@servicewomen.org). Applications will be reviewed on a rolling basis until the position is filled.

SWAN is an equal opportunity employer and strongly encourages applications from women, veterans, individuals with disabilities, and underrepresented minorities.

**Other Details:**

- This role is full-time, exempt, and salaried
- Start date July 2024 with two months of job shadowing at part time pay for May-June 2024
- In-person (DC area required)
- Compensation is \$5,000/month (\$1,000/month for May/June job shadowing)

