



VACANCY ANNOUNCEMENT

GOVERNMENTAL AFFAIRS MANAGER

CFED is a leading organization in asset building and economic development, collaborating with diverse partners at the national, state and local level. Current flagship initiatives and programs include our unprecedented Assets and Opportunity Scorecard, a state-by-state analysis of the impact of public policies on individual asset-accumulation; I'M HOME, our multi-faceted initiative to build high-quality manufactured homes and create public policies and financing options that support them as an avenue asset-building; and SETI, an innovative exploration of the use of the tax code to scale-up delivery of financial services and business literacy to millions of micro- and small business enterprises. We're deeply engaged in an array of advocacy activities, including universal children's savings accounts, expansion of the Saver's Credit, IDA tax credits and Auto IRA.

We seek a **Governmental Affairs Manager** to drive forward a range of efforts designed to expand economic opportunity through research, education and advocacy efforts, interfacing with staff from legislative offices, federal agencies, national organizations, corporations and community-based nonprofits. CFED's staff thrives on open collaboration, intellectual curiosity, an energetic, entrepreneurial approach to challenges, and hard work and drive toward fulfilling our mission. We seek an incumbent who embodies those values.

Responsibilities:

- Develop issue expertise in some of the following areas:
 - 1) Asset building policies including asset limits; children's savings accounts; and HUD's Family Self Sufficiency
 - 2) Manufactured housing
 - 3) Economic Opportunity including CRA, banking issues, predatory lending, foreclosure, GSEs, Federal Home Loan Banks, CDFIs, entrepreneurship, and self employment tax policy
- Cultivate, steward and maintain relationships with personnel in offices and agencies that impact the sphere of CFED's work; educate congressional and federal agency staff on the potential impact of various ideas and proposals, work to shape legislation and regulations to advance CFED's strategic priorities
- Support policy campaigns, developing robust public affairs strategies that will foster and grow movements, helping to drive legislative action; communicate federal, state and local policy issues for practitioners and advocates in ways that mobilize them to act
- Lead and conduct policy research on economic opportunity policies; prepare analytical pieces including hearing testimony, one pagers, legislative alerts, policy updates, white papers, surveys, legislative drafts, fact sheets, comment letters, and opinion pieces
- Represent CFED and make verbal presentations at conferences and meetings at meetings with national allies, private sector partners, policymakers, government officials, coalition partners, researchers, and state and local conferences
- Collaborate with staff within the team and across the organization, particularly in the Communications and Strategic Partnerships functions, to develop and implement cohesive approaches to enhancing CFED's impact at the federal agency and state/local legislative levels

- Other duties as assigned

Qualifications and Skills:

- A minimum of five years of work experience in policy positions, including at least three years of Capitol Hill or federal policy experience
- A Master's degree in public policy, economics, urban planning, community development, finance, or a related field, or equivalent work experience
- A strong familiarity with the operations of the federal government, how government is organized and the regulatory development process
- Excellent research and analytic abilities. Demonstrated ability to manage policy goals including legislation and regulation. Must be able to think critically and analyze data from a variety of sources and present it to varied audiences including legislative staff, agency staff, nonprofit leaders, financial institution employees, reporters, and the general public
- Ability to work effectively as part of a team through participation and leadership of team meetings, willingness to provide feedback, share ideas, submit meeting reports and take direction;
- Strong writing and communication skills including exceptional verbal and written communication skills as well as a responsive listener and dynamic public speaker and presenter. Must be able to produce written updates, articles, letters to the editor, comment letters and emails in a proactive and timely fashion. A strong detail orientation required.
- Exemplar interpersonal skills, with ability to network effectively, develop rapport, generate interest and excitement, and demonstrate common interests. Must be able to manage multiple demands and work as a collaborative member of CFED's Policy and Research division and its federal policy team. Effective time management is essential.
- Commitment to achieving economic opportunity for all Americans.

CFED offers an excellent salary and benefits package, reflective of the value we place on our staff. To apply, send a resume, cover letter and two writing samples to recruitment@cfed.org, referencing "Governmental Affairs Manager" in the subject. CFED believes that a multiplicity of backgrounds and perspectives are a strength and we seek to continue to grow a diverse, highly committed, skilled and collaborative staff.

CFED is a 30-year-old national nonprofit, nonpartisan organization that works to expand economic opportunity by facilitating asset building. Located in Washington, DC, San Francisco, CA, and Durham, NC, CFED endeavors to ensure that all Americans can participate in, contribute to, and benefit from the economy by bringing together community practice, public policy, and private markets in new and effective ways. We identify promising ideas; test and refine them in communities to find out what works; craft policies and products to help good ideas reach scale, and foster new markets to achieve greater economic impact.