

## COSSA Seeking Assistant Director of Government Relations

Position:	Assistant Director of Government Relations
Organization:	Consortium of Social Science Associations (COSSA), nonprofit
Job Location:	Washington, DC
Start Date:	Spring 2023
Employment Type:	Salary, Full Time, Exempt, Registered Lobbyist
Hours per Week:	40
Work Hours:	9:00 am – 5:00 pm
Required Education:	Bachelor's Degree
Required Experience:	At least 5 years of relevant experience

COSSA ([www.cossa.org](http://www.cossa.org)) is a nonprofit 501(c)(6) organization serving as a united voice for about 100 professional associations, scientific societies, research centers and institutes, and colleges and universities who care about a robust social and behavioral scientific research enterprise. We represent the collective science policy interests of all fields of social and behavioral science research, including but not limited to sociology, anthropology, political science, psychology, economics, statistics, language and linguistics, population studies, law, communication, educational research, criminology and criminal justice research, geography, history, and child development. COSSA is located in downtown Washington, DC.

### POSITION OVERVIEW

The Assistant Director of Government Relations works with the Executive Director to develop and implement strategies that advance the advocacy, funding, and policy goals of COSSA and its membership. The Assistant Director is responsible for managing COSSA's legislative and executive branch outreach and advocacy activities, as well as engaging in direct lobbying on issues of importance to the COSSA membership and the social and behavioral science community. This is an exciting opportunity for an individual who is passionate about communicating the value of the social and behavioral sciences to policy audiences and applying insights from these sciences to solving real world challenges.

In order to effectively represent COSSA's advocacy interests, the Assistant Director of Government Relations will maintain a general understanding of the broad range of issues of importance to the organization and be able to act on them when necessary. Previous lobbying experience or experience working on Capitol Hill is preferred.

All staff are expected to assist with administrative, logistical, and other supports as directed by the Executive Director.

Limited out-of-state travel can be expected and varies year to year.

### RESPONSIBILITIES

1. Manage the development and implementation of COSSA's legislative and executive branch priorities. (65%)  
This includes, but is not limited to:
  - Working with the Executive Director to formulate, adjust and execute annual advocacy strategies.
  - Monitoring relevant Congressional activities, researching and analyzing legislation, laws and policies impacting the COSSA constituency, and drafting testimony, legislative and report

language, amendments, letters, questions for the record, and other documents as needed and when directed.

- Establishing and maintaining a network of contacts with Congressional staff and Executive agency officials in positions important to the social and behavioral sciences.
  - Monitoring the research directions or research policy changes of federal agencies that impact social and behavioral science research, monitoring relevant agency advisory committees, and informing the COSSA membership of relevant agency actions and opportunities.
2. Contribute to and assist with the production and distribution of COSSA's written and online products and other programming, including the COSSA Washington Update and other communications. (25%)
  3. Assist the Executive Director with the operations and further advancement of the organization. (10%)

### **REQUIRED QUALIFICATIONS**

- Interest in promoting the social and behavioral sciences.
- At least five years of professional advocacy, policy, or related experience.
- Knowledge of the legislative and regulatory process and an ability to assess political situations and assist in the development of strategies to deal with them.
- Excellent interpersonal and communication skills (public speaking and written).
- Strong analytical, organizational, and research skills and attention to detail.
- Ability to take initiative and work under little direct supervision.
- Ability to work well with others in a small collaborative environment.
- Proficiency using Microsoft Office systems and social media platforms.
- BS/BA in a related field.

### **PREFERRED SKILLS & EXPERIENCE**

- Previous association or nonprofit experience.
- Previous direct lobbying experience, preferably related to appropriations and science policy issues.
- Knowledge of the inner workings of the federal scientific research enterprise, including federal science agencies like the National Science Foundation, National Institutes of Health, and others.
- MS/MA or higher in a related field.

### **SUCCESSFUL CANDIDATES WILL...**

- Be passionate, results-driven, and organized, with a rigorous attention to detail.
- Be courteous, tactful, and have a proven ability to work effectively with others. Ability to work under general supervision and take initiative to solve problems under supervisor direction.
- Be comfortable managing multiple projects in a fast-paced environment.
- Possess strong storytelling skills and creative vision, with good instincts on crafting effective messaging.
- Be resourceful when problem solving and take initiative to learn new skills.
- Possess persuasive writing, editing, and oral communication skills. Be able to synthesize complex information in meaningful ways for distribution to a variety of audiences.
- Be skilled at building collaborative working relationships.

### **WORKPLACE EXPECTATIONS**

- This is a full-time position in a traditional office environment. Standard days and hours of work are Monday through Friday, 9:00 am to 5:00 pm. Longer hours and weekend work may occasionally be needed. COSSA is in downtown Washington, DC (Metro accessible).

- Be part of a small, dynamic professional team working in a highly collaborative manner.
- Candidate is expected to attend in-person meetings and events in the Washington, DC area. Out of state travel may occur but is rare.
- Guidance on flexible work arrangements, such as virtual work, will be shared during the interview process.

**BENEFITS & PAY**

Pay Range: \$75,000-\$100,000, based on experience.

This is a full-time exempt position. In addition to salary, benefits include medical, dental, life and disability insurance, paid annual and personal leave, and employee pension.

**TO APPLY**

Please submit a resume, cover letter, and salary range to [wnaus@coffa.org](mailto:wnaus@coffa.org).

COSSA is committed to nurturing a team from a diversity of backgrounds, including members of racial and ethnic minorities, LGBTQ people, people with disabilities, people of all socioeconomic backgrounds, people of all nationalities, and veterans of the U.S. Armed Forces.