Position: Director of Public Policy
Pay: $95,000 - $112,000 annual salary, commensurate with experience
Type: Full-time (45+ hours per week); occasional evening/weekend events and travel
Benefits: 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend
Job Location: Boise, ID

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Director of Public Policy

The Director of Public Policy for Idaho Family Policy Center is an expert on the organization's key issues. Under the direction of the President, the Director of Public Policy manages the policy team, oversees policy research and analysis, and serves as the senior liaison between IFPC and state/local policymakers.

The Director of Public Policy must understand the legal and practical differences among a 501(c)4 organization and a 501(c)3 organization, and ensure compliance with all applicable state and federal law. Typically, this position requires 45 hours per week, with a greater seasonal workload to be expected during legislative session, before events, and at other times as needed. Tight deadlines are common.

Preferred Qualifications

- Proven track record in public policy; lobbying experience strongly preferred
- Bachelor's degree in a pertinent field of study such as political science, journalism, theology, philosophy or government required, while a graduate degree or significant experience in law, public policy, etc. preferred
- An attorney is strongly preferred for this role

Job Responsibilities

- Oversee policy research, analysis, and writing projects (40%)
    - Conduct policy research to advance policy priorities in key issue areas (including abortion, physician-assisted suicide, gender identity, sexual orientation, adoption and foster care, parental rights, religious freedom, free speech, economic opportunity, and drug policy)
    - Draft policy papers, including position papers, whitepapers, and backgrounders
    - Analyze and tracking legislative bills within key issue areas

- Supervise policy team (30%)
    - Manage policy team members, including policy analysts, policy assistants, policy fellows
    - Conducts training for policy team
    - Plans, monitors, and evaluates individual members of the policy team

- Legislative liaison activities (20%)
    - Assist legislators with policy research and bill drafting
    - Manage internal bill monitoring software; prepare and deliver committee testimony on key bills
    - Prepare talking points, communications guides, legal helpsheets, one-pagers, and white pages to train legislators on key legislative priorities
    - Lobby legislators on key bills; find and train legislative sponsors for IFPC bills

- Other tasks (10%)

- Assist with public communications and content creation, including news interviews, articles, op-eds, email newsletters, talking points, and video scripts
- Providing support for IFPC events and public training, including planning, logistics, set up, and tear down.

To apply, please submit your cover letter and resume to Titus@IdahoFamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.