



## Competitive Enterprise Institute Government Affairs Manager

The Competitive Enterprise Institute (CEI) is seeking an accomplished government affairs professional to expand its outreach capability on Capitol Hill, the executive branch, and manage coalition efforts for an energetic and feisty think tank. This position will work closely with members of the communications and policy teams to build relationships with allies, assist with issue-advocacy campaigns, and drive outreach strategies to increase awareness of CEI's work primarily among federal, = lawmakers. The ideal candidate will have at least 5 years of combined experience on Capitol Hill and working in coalition development.

### RESPONSIBILITIES:

- Contribute to CEI's outreach strategy to advance the organization's mission and policy goals;
- Build and maintain strong working relationships with congressional offices, state and local lawmakers and staff, executive branch agencies, external allies and stakeholders;
- Provide timely and insightful information and guidance on legislative activity and outreach goals relevant to CEI's core issue areas, particularly regulatory reform;
- Coordinate interactions between CEI staff and federal, state, and local government officials including participation in coalition efforts or work with other external allies or partners;
- Serve as a resource to scholars and staff by coordinating and collaborating on outreach efforts and events to advance CEI's policy goals and priorities from inception to culmination;
- Assist in ensuring CEI's full compliance with federal lobbying rules and guidelines.

### REQUIREMENTS:

- 4-6 years of government relations and coalition-building experience;
- Experience working with Capitol Hill, agency, and gubernatorial staff;
- Candidate should be comfortable working with lawmakers on both sides of the political aisle to educate members and staff and advance CEI's policy goals;
- Candidate should have a basic understanding of CEI's issue areas with an emphasis on regulatory reform including: energy, environment, finance, labor, technology, and food and drug safety;
- Candidate should have excellent written and verbal communication skills;
- Candidate should be a self-starter, detailed-oriented, and able to work under tight deadlines;



- Candidate should have a team-oriented attitude that contributes to CEI's fun and collegial work environment;
- Public speaking or spokesperson experience preferred;
- Experience working for a member of Congress or congressional committee preferred;
- Bachelor's degree or higher, or commensurate life experience (i.e.: military service).

### **ABOUT CEI:**

Founded in 1984, the Competitive Enterprise Institute is a nonprofit, public policy organization dedicated to promoting the institutions of liberty and working to remove government-created barriers to economic freedom, innovation, and prosperity through timely analysis, effective advocacy, inclusive coalition-building, and strategic litigation. CEI is an influential voice on a number of regulatory issues: energy and environment, business and finance, technology and telecommunications, labor and employment, and food and drug policy. For more information visit [cei.org](http://cei.org).

**TO APPLY:** Please submit cover letter, resume, and two writing samples (no longer than 3 pages each) to CEI's Vice President of Communications Annie Dwyer at [annie.dwyer@cei.org](mailto:annie.dwyer@cei.org).