



CENTER FOR
PUBLIC JUSTICE

Director of Faith-Based Policy and Research

AVAILABLE IMMEDIATELY

Full-Time

Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks a Director of Faith-Based Policy and Research, who is responsible for leading the organization's faith-based policy research initiatives, building and maintaining coalitions, and engaging with key stakeholders to advance the organization's mission. This role focuses on expanding CPJ's impact on the federal level (Congress and the Executive branch) through robust policy research and strategic partnerships. CPJ is committed to public policy pluralism, working on a multi-faith and non- and bi-partisan basis, remaining both proactive and responsive to emerging challenges and trends.

The Director reports to the CEO and is supported by a Program Coordinator.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Lead CPJ's faith-based policy and research program, including identifying key issues, monitoring institutional religious freedom trends, conducting analyses, and developing policy recommendations. Current emphases include the faith-based initiative, faith-based child care, and policies at the nexus of LGBTQ and religious freedom;
- Produce research reports, policy briefs, position papers, and educational materials for a variety of stakeholders;
- Nurture existing and develop new relationships with policymakers, advocacy groups, and other stakeholders;
- Convene the faith-based initiative community of practice, composed of federal and state faith-based initiative leaders, to deepen their understanding of faith-based

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- organizations, of the intention and principles of the faith-based initiative, and its implementation;
- Collaborate with CPJ's Director of Faith-Based Leaders Alliance and CPJ's Advocacy Manager to inform CPJ's capacity-building and advocacy strategies;
 - Plan and convene the monthly meeting of CPJ's multi-faith Coalition to Preserve Religious Freedom;
 - Represent CPJ in coalitions and policy forums;
 - Conduct and participate in advocacy and lobbying related to faith-based organizations;
 - Speak and write for public and Christian audiences;
 - Brief reporters;
 - Evaluate the impact of policies and research to ensure they meet strategic goals;
 - Assist CPJ's Director of Development as needed with calls to major donors, proposals to foundations, etc.

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and CPJ's mission
- Familiarity with and commitment to the neo-Kuyperian theological tradition and the social and political understandings and the principled pluralism commitments of this tradition
- Experience with faith-based organizations and the role they play in the United States
- Experience with policy research, coalition building, and educational advocacy
- Exceptional attention to detail and problem-solving orientation
- Strong interpersonal communications skills and good judgment
- Excellent work history demonstrating skill in taking initiative, working independently, and proactively self-managing workflow to on-time completion
- Strong proficiency using Google Suite online and other SaaS tools such as Dropbox, Zoom, and Virtuoso
- A minimum of a Master's degree and demonstrable professional experience with government policymaking, legislating, and executive branch actions, including the regulatory process, and the actions of the court system

Salary and Benefits

The annual salary range for this position is \$80,000 - \$110,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Director of Faith-Based Policy and Research is eligible to request a formal flexible work agreement for the remaining daily hours.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience, and four references with contact information including name, relationship, address, email and telephone numbers. Applicants must provide at least three professional references and one character reference who can speak to their Christian maturity.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing “Director of Faith-Based Policy and Research” in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Hiring Manager

hr@cpjustice.org