



Open Position

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Policy Analyst
Washington, DC
October 8, 2021

OTG is the only nonpartisan coalition dedicated to advancing openness for accountability. The coalition, comprised of more than 100 partner organizations, seeks to strengthen democracy and empower the public by advancing policies that create a more open and accountable government. Founded in the aftermath of the 9/11 attacks, OTG has a long history of advocating for a more transparent federal government. OTG staff work to identify shared policy priorities among coalition partners, champion policy reform, raise the profile of accountability issues, and create new tools and resources to support coalition partners.

In the lead up to the 2020 presidential election, the coalition created a [blueprint](#) for the next president to restore accountability to federal government. These recommendations represent the top priorities of OTG and many of our coalition partners. Alongside these recommendations, OTG has been building a racial equity and accountability agenda.

While OTG is a large coalition, the staff is small. This puts a premium on hiring collaborative, entrepreneurial, and motivated individuals with a demonstrated interest in policy analysis and advocacy to advance accountability policies. In fact, the Policy Analyst will be expected to work as part of team and on all issues that the coalition addresses.

Position Summary

The Policy Analyst will coordinate coalition partners' advocacy on various anti-corruption issues and on issues that advance the organization's racial equity and accountability agenda, assisting the Executive Director on an agenda to support historically underserved communities' efforts to hold government to account.

Specific Duties and Responsibilities Include:

- Coordinate a strategic, systematic government relations program to advance the policy priorities of the Open The Government coalition;
- Identify, develop and maintain relationships with Hill allies and facilitate connections between the Hill, OTG's coalition partners, and other stakeholders;
- Assist the Executive Director in advancing the organization's racial equity and accountability agenda;
- Monitor changes in federal openness policies and formulate policy proposals and advocacy strategies on OTG's issue areas, in coordination with coalition partners and the Executive Director;

- Organize—and, where appropriate, lead--advocacy efforts, including sign-on letters, policy memos, and other communications about policy issues; run meetings, briefings, and other convenings to educate coalition partners, stakeholders, congressional staff, other government officials and members of the public on core issues; represent the organization at coalition meetings; and cultivate relationships with coalition partners and other organizations with which OTG works;
- Participate in media interviews and press calls, as needed; and
- Other duties as assigned by the Executive Director.

Qualifications

- A commitment to strengthening democracy by advancing government accountability and ensuring racial equity becomes a marker for an accountable government;
- A demonstrated commitment to public interest advocacy;
- The ability to learn quickly and work independently;
- Knowledge of the U.S. political process and experience working with Congress or relevant agencies;
- Clear written and oral communication skills and the ability to explain complex policy and legislative information clearly, simply, and concisely;
- Familiarity with government record-keeping and FOIA laws a plus;
- An undergraduate degree is required;
- At least 3-5 years in relevant work experience such as in nonprofit or policy advocacy, organizing, journalism, or on Capitol Hill. Advanced academic degrees a plus but not required.

To apply, please send a cover letter noting you are applying for the Policy Analyst position, resume and short writing sample (e.g., not longer than 5 pages) to rosenberg@openthegovernment.org.

OTG is committed to creating a diverse and inclusive workplace. We aim to build a workforce that is reflective of the populations we support, and actively seek applications from individuals from marginalized or underrepresented communities or backgrounds. Women, non-binary people and people of color are especially encouraged to apply. We are committed to providing reasonable accommodations to applicants and colleagues with disabilities.

COVID-19 vaccination required. Exemptions will be reviewed on a case-by-case basis upon request. OTG staff currently work in person in Washington, DC one day per week; as pandemic restrictions change so too will the amount of time working in person versus virtually.

Salary

\$55,000 - \$75,000 based on experience plus generous retirement, health insurance, and vacation and parental leave benefits.