

# NOTICE OF POSITION OPENING

**AGENCY:** Jewish United Fund/Jewish Federation of Metropolitan Chicago  
([www.juf.org](http://www.juf.org))

**POSITION TITLE:** Director, State Government Affairs

**LOCATIONS:** Chicago, IL & Springfield, IL

**DUTIES:** The Director of State Government Affairs maximizes the connections between Illinois government and the Jewish Federation and its agencies. The priority agenda includes state policies impacting human service funding, laws and regulations impacting philanthropy, non-profit governance, and the broader community relations concerns of the seven Illinois Jewish Federations. The Director of State Government Affairs is the primary representative and sole registered lobbyist of the Jewish Federation to state government leaders and staff.

## **RESPONSIBILITIES:**

- Initiates, sustains and strengthens institutional and individual ties with state government
- Cultivates close and trusting working relationships with legislators
- Coordinates agency interaction and reporting with state government
- Participates on relevant boards, commissions, advisory councils and coalitions
- Seeks full funding for human service state contracts; attempts to help influence the discussion and the understanding in Springfield and statewide regarding sound human service public policy; seeks new grants and contracts for Federation agencies as well as capital project funding
- Helps staff the Government Affairs Committee and is lead staff for the committee's annual Springfield mission as well as the annual statewide Holocaust Commemoration program
- Active member of national Jewish state legislative directors' affinity group
- Supervises the activities of the Springfield Office and the Springfield Office's Assistant Director

## **REQUIREMENTS:**

- Master's and/or law degree preferred
- Minimum of seven to ten years experience in government, advocacy and/or non-profit human services
- Excellent writing and public speaking skills
- Compellingly, credibly communicate the ideals of Jewish Federation and translate them into effective public policy advocacy
- Works cooperatively and successfully with professional colleagues and volunteer leaders

- Works effectively with politicians of both parties and government and non-profit agency employees
- Exercises sound judgment, discretion and commitment to the mission of the Jewish Federation
- Familiarity with Jewish community, organizations and social service networks
- Meets and exceeds all legal, regulatory and ethical requirements of a state registered lobbyist
- Knowledgeable in Microsoft Suite of Products and current desktop and remote technologies

**To apply: Please send your resume and cover letter to  
[Careers@juf.org](mailto:Careers@juf.org)**