



FRIENDS
OF THE GLOBAL FIGHT

AGAINST AIDS,
TUBERCULOSIS
AND MALARIA

TITLE: Associate Policy Director

LOCATION: Washington, D.C.

REPORTS TO: Policy Director

Friends of the Global Fight Against AIDS, Tuberculosis and Malaria

About Friends: Friends of the Global Fight works to build and sustain U.S. support for the Global Fund to Fight AIDS, Tuberculosis and Malaria. We educate policymakers in Congress and the administration about the impact of the Global Fund, an international public-private partnership which has saved more than 72 million lives from deadly infectious diseases. We mobilize faith, private sector and civil society champions of the Global Fund and related programs and produce original policy analysis of U.S. leadership in global health.

The role: The Associate Policy Director is a core member of Friends' congressional engagement and policy operations, combining substantive policy work with project coordination and operational responsibilities. They develop their own network of policymakers and stakeholders, contribute to policy research and writing, manage the logistics of our U.S. government relations, coordinate major events and visiting delegations, and produce reporting that keeps our board and funders informed. The Associate Policy Director reports to the Policy Director and works closely with the CEO, Chief Policy Officer and colleagues on the communications and operations teams.

Key responsibilities:

Congressional engagement

- Schedule and manage meetings with House and Senate offices, both in DC and in-district, for Friends staff, Global Fund leadership, and visiting partners and delegations.
- Build and maintain relationships with personal office, committee and leadership staff across Congress.
- Prepare briefing materials, talking points and leave-behinds that are tailored to specific Members of Congress and their staff.
- Track and analyze friends' Congressional engagement and identify targets for education and cultivation.
- Research and track legislation, hearings and oversight initiatives related to global health and foreign assistance.
- Generate and submit targeted appropriations requests for funding for global health programs.

Research and Writing

- Support short- and long-term research and analysis projects on the Global Fund, bilateral assistance programs and health issues in low- and middle-income countries.
- Develop policy briefs, internal memos, and published written content that supports Friends' policy objectives.

Events and convenings

- Plan and manage Capitol Hill events, receptions, dinners and convenings, including room bookings, catering, invitations, agendas, and post-event deliverables.
- Coordinate visits by leadership of Global Fund and other partner organizations, including scheduling, briefing packages and on-the-day support.

Partnerships and coalitions

- Build and maintain relationships with partners in faith-based organizations, the private sector, and civil society organizations in the U.S. and abroad, including a Friends-led initiative to support a network of civil society organizations working on health policy in five countries in Africa.
- Represent Friends within coalitions and working groups of global health and foreign assistance policy organizations.
- Opportunities for international and domestic travel to represent Friends at meetings and events with partner organizations.

Administrative duties

- Recruit, supervise and mentor up to two interns working in-person or remotely.
- Support the preparation of Board materials, grant reports, funder updates and other organizational reporting requirements, ensuring accuracy and timely submission.
- Assist with logistical and administrative needs related to external engagements, travel and special projects.

Qualifications:

- 3-5 years of experience in government relations, policy advocacy, Capitol Hill, or global health or development.
- Working knowledge of Congress, including the appropriations process, and familiarity with U.S. global health programs and the Global Fund.
- Excellent writing skills, with the ability to draft clear and concise products for a range of audiences, occasionally on short deadlines.
- Highly organized and able to manage many meetings, events and deadlines at once.
- Comfortable proactively building relationships with Hill staff, faith and private sector partners and international colleagues.
- Communicative, collaborative and entrepreneurial with the ability to work independently or “manage up” as the situation demands.
- Bachelor’s degree required. Graduate degree in public health, international affairs or public policy is a plus.

Compensation: The salary range for this position is \$70,000–\$80,000, commensurate with experience. Friends offers a competitive benefits package, including:

- Comprehensive health, dental, and vision insurance
- Retirement plan with employer contribution
- Generous paid time off and federal holidays
- Hybrid work schedule with a Washington, DC office
- Professional development support

How to apply:

Please send a cover letter, resume, and writing sample with the subject heading Associate Policy Director to jobs@theglobalfight.org. No phone calls, please. Please note that due to the volume of applications we receive, we can only respond to applicants whose qualifications closely match the job description.

Friends is an equal opportunity employer.

All Friends staff work hybrid and are routinely expected to be in-person in Washington, DC, depending on public health conditions and organization needs.