



# Job Description

## Position

State Policy Manager / State Policy Counsel

## Reporting Relationships

**Reports to:** Vice President for Legal & Policy

## Status

Full time, exempt

## About the Opportunity

American Atheists is a national civil rights organization that works to achieve religious equality for all Americans by protecting what Thomas Jefferson called the "wall of separation" between government and religion created by the First Amendment. We strive to create an environment where atheists are accepted as members of our nation's communities and where bigotry against our community is seen as abhorrent and unacceptable. We promote understanding of atheists through education, outreach, and community-building and work to end the stigma associated with being an atheist in the United States.

## Position Overview

The State Policy Manager / State Policy Counsel will manage American Atheists' state-level advocacy efforts, including coordination with local advocates and partner organizations, communication with state lawmakers, development of testimony and advocacy materials, state legislation tracking, coordination of Secular Advocacy Teams, and grassroots engagement. In coordination with Communications and Field staff, this individual will help to raise awareness among stakeholders regarding American Atheists' state advocacy goals and activities. The State Policy Manager / State Policy Counsel will provide technical assistance to state advocates and affiliates, develop strategies to overcome negative state legislation and advance positive state legislation, present on state advocacy issues, and foster relationships with state legislators and partner organizations. The title of this position will depend on the qualifications and educational background of the selected candidate.

## Core Responsibilities

### ***State Legislative Advocacy***

- Track and analyze state legislation affecting the separation of religion and government and the civil rights of nonreligious people;
- Develop and coordinate the delivery of testimony pertaining to state legislation;
- Create one pagers, talking points, policy briefs, and other materials as needed to support state-level advocacy;
- Coordinate with Communications staff to interface with media and social media regarding state advocacy work;
- Develop and advance proactive state legislation, in coordination with stakeholders and lawmakers;
- Coordinate outreach to and communication with state lawmakers; and
- Present at conferences and on webinars on issues relating to state-level legislation and advocacy.

### **Engagement with Coalitions, Partner Organizations, and Advocates**

- Engage with various coalitions on shared state advocacy goals;
- Work collaboratively with partner organizations to support positive legislation and to stymie negative legislation;
- Coordinate action alerts, lobby days, and other grassroots engagement activities;
- In collaboration with Field staff, support advocacy by local affiliates and state directors of American Atheists; and
- Manage the State Advocacy Teams project, coordinating focused advocacy in select states.

### **Qualifications**

- Strong enthusiasm for and commitment to American Atheists' mission, purpose, and values;
- Knowledge of civil rights, separation of religion and government, and religious freedom issues;
- 2-4 years of experience with state advocacy *or* a J.D. degree;
- Excellent written and verbal communication skills;
- Capacity to communicate clearly and effectively to diverse audiences regarding complex legal issues;
- Strong personal organization, task management, and self-motivation;
- Willingness to travel as needed;
- Flexibility to work outside typical business hours; and
- Preferred candidates will have experience with legislative strategy, coalition work, and supporting grassroots advocates.

### **Compensation**

Target salary for this position is \$55,000 to \$65,000, depending on experience and qualifications. American Atheists offers a generous benefits package including: paid sick, holiday, vacation, and volunteer/service leave; 401(k) with employer match; 100% employer-paid health and dental insurance; paid family leave; and professional development funding.

### **Location**

Candidates may work from American Atheists' legal office in Washington, DC, or be remote. Post COVID-19, American Atheists is remaining flexible and adapting to the needs of our team. This role will require occasional domestic travel.

### **To Apply**

Please send your resume and cover letter to: [careers@atheists.org](mailto:careers@atheists.org). Include "State Policy" in the subject line. Applications will be considered on a rolling basis, so candidates are encouraged to apply as soon as possible.

*American Atheists is committed to building a team that fully represents the community we serve. We believe that diversity, inclusion, and equity among our team is crucial to succeed as a voice for underrepresented and marginalized people. We recruit, employ, compensate, and promote candidates without regard for age, race, religion, national origin, sex (including pregnancy), sexual orientation, gender identity or expression, political affiliations, past or present military service, marital status, non-disqualifying physical or mental disability, or on the basis of personal favoritism or other non-merit factors.*