



UNITED STATES COMMISSION ON
INTERNATIONAL RELIGIOUS FREEDOM

Director of Research and Policy

U.S. Commission on International Religious Freedom

Washington, DC

\$140,000-\$170,000 per year (depending on qualifications and experience)

Closing Date

May 14, 2024

About USCIRF

Created by the International Religious Freedom Act of 1998, the U.S. Commission on International Religious Freedom (USCIRF) is an independent bipartisan U.S. legislative branch agency that monitors the universal right to freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. More information about USCIRF is available at www.uscirf.gov.

USCIRF is an equal opportunity employer.

Job Summary

USCIRF is seeking a Director of Research and Policy to support the Executive Director in carrying out USCIRF's mandate and play a critical role in advancing USCIRF's organizational mission and developing policy priorities and recommendations for the U.S. government to advance freedom of religion or belief abroad. The Director of Research and Policy supervises and provides management and guidance to the research and policy team in developing USCIRF's annual research and policy plan in compliance with USCIRF's strategic objectives; works with Commissioners and the Executive Director to develop and finalize policy priorities and recommendations; and coordinates the monitoring of religious freedom conditions and related international law issues in countries of interest and the production of research and policy related publications.

Key Requirements

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

Duties

Reporting to the Executive Director, the Director of Research and Policy's primary responsibilities include the following:

1. Strategic Planning

- Working closely with the Executive Director to develop USCIRF's general strategy, goals, objectives and priorities to advance freedom of religion or belief abroad. This includes:
 - Developing an annual research and policy workplan in compliance with USCIRF's strategic objectives and taking primary responsibility for implementing it;
 - Identifying research and policy projects, publications, travel, and other opportunities to support policy priorities and recommendations;
 - Efficiently and strategically allocating resources, both personnel and financial, to conduct research and policy projects; and
 - Continually evaluating the operation of the research team for on-going effectiveness and impact of USCIRF's research and policy efforts, including evaluating the implementation of USCIRF's policy recommendations.

2. Monitoring and Policy Recommendation Formulation

- Coordinating the monitoring of religious freedom conditions and related international law issues in specific countries and proposing policy priorities and recommendations consistent with USCIRF's mission and strategic objectives. This includes:
 - Assigning specific substantive (country) portfolios and special projects to policy analysts and researchers;
 - Working with research and policy staff to develop policy priorities and recommendations for the U.S. government to advance freedom of religion or belief abroad, and identify new and emerging policy trends;
 - Working with the Executive Director to finalize policy priorities and recommendations and communicate them to the Commissioners;
 - Overseeing efforts to track the implementation of USCIRF's policy recommendations and measure their effectiveness;
 - Overseeing all reporting efforts, including the Annual Report and all other research publications to advance USCIRF's mission and strategic objectives. This includes providing substantive and stylistic direction to all written products, ensuring they communicate policy priorities and recommendations and international religious freedom (IRF) conditions effectively and persuasively; and
 - Assisting with research and policy related outreach initiatives and events to advance policy recommendations to key stakeholders.

3. Stakeholder Engagement and Outreach

- Engaging with relevant stakeholders inside and outside the U.S. government to advance policy recommendations and raise awareness of relevant IRF conditions. This includes:
 - Expanding the network of IRF experts and institutions, and developing new and strengthening current working relationships with relevant stakeholders inside and outside the U.S. government; and
 - Organizing and attending regular meetings with target groups and other research and policy events to support the advancement of USCIRF's mission.

- Serving as a principal advisor to Commissioners and the Executive Director on IRF issues and supporting them in their efforts to advance USCIRF policy recommendations and to raise awareness of IRF conditions through private briefings, public engagement, and trip delegations.

4. Leadership and Management

- Managing the work of the Research and Policy team towards meeting the Commission's mandate, goals, and priorities in a manner that is consistent with the Strategic Plan;
- Managing activities of supervisees and ensuring an inclusive workplace that fosters cooperation and teamwork;
- Implementing the Commission's mandate in a continuously changing environment, consistent with the long-term interests and priorities of the Commission outlined in its Strategic Plan;
- Communicating effectively both internally and externally; and
- Understanding the needs of each function at USCIRF and collaborating and supporting team members on relevant projects.

5. Other duties as assigned

Required Qualifications

- Must be a U.S. citizen;
- 12+ years of progressively responsible experience commensurate with the duties outlined above;
- Graduate degree in a relevant field;
- Senior-level experience with demonstrated ability to organize and supervise staff to ensure on time completion of assignments;
- Ability to identify and manage policy, program, and operational priorities;
- Demonstrated research, writing, and editing skills, particularly those applied in a work setting (i.e., not only university coursework);
- Ability to proactively develop, synthesize, and articulate effective and actionable policy recommendations;
- Outstanding written and verbal communication skills with collegial demeanor; and
- Proven experience using Microsoft Office applications such as Word, PowerPoint, and Outlook.

How to Apply

To apply, candidates should submit a cover letter, resume, three references, and a writing sample (no more than five pages) in this order and within a single PDF file via email to: jobs@uscirf.gov.

Applications not provided in a PDF file will not be considered.

Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF

will contact you if we wish to schedule an interview or if we require additional information or references.

Please email all questions about the position to jobs@uscirf.gov.

No calls please.

Evaluation of Applicants

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired “on the basis of professional and nonpartisan qualifications.”

Benefits

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, Federal holidays, life insurance, and medical benefits. Please visit www.opm.gov for more information on benefits.

Other Information

- Duty Station location is Washington, DC
- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

Selective Service. If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Reasonable Accommodation. USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at jobs@uscirf.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity. The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.