

## **Legal Analyst - Washington, DC metropolitan area**

The [Charity & Security Network \(CSN\)](#) works to promote and protect the ability of nonprofits to carry out effective programs that support peace and human rights, aid civilians in areas of disaster and armed conflict, and build democratic governance. We are a resource center that works at the intersection of nonprofit rights and national security. CSN was created in response to the closing of civil society space and obstacles created by the expansion of counterterrorism laws and policies.

CSN is seeking to enhance its capacity by adding a Legal Analyst in our Washington, DC office to support our core work.

Reporting to the Associate Director, Policy & Advocacy (P&A), the Legal Analyst has two primary areas of focus: (1) contributing to the articulation of legal analysis and policy goals for substantive areas of focus in coordination with the Associate Director, P&A, and to support the execution of tactical plans to achieve articulated goals and (2) supporting operations, administration, and day-to-day functioning of the organization. The role will work to advance policy, advocacy, and programmatic goals and DC-network relations.

### **Specific responsibilities include:**

#### **Law, Policy & Advocacy:**

- In coordination with the Director and Associate Director of P&A, support strategy development and execution on CSN's substantive legal, policy and advocacy areas to ensure alignment with the organizational mission
- Facilitate updates and actions for network members
- Support efforts of CSN working groups by supporting logistics, organizing meetings, writing meeting summaries, facilitating group discussion and helping implement thematic working group strategies
- Schedule and participate in meetings with key stakeholders and technical experts, including Congressional staff and executive branch officials to present and advocate for CSN's policy initiatives
- Support CSN's thematic work in various coalitions and networks, and coordinate joint advocacy actions, such as sign-on letters
- Keep records of congressional and administrative advocacy efforts and outreach
- Other administrative and support tasks as needed, to enhance organizational efficiencies and effectiveness

#### **Research:**

- Monitor and track relevant developments in the law, regulations and policies both domestically and abroad, related to substantive areas of focus

- Map relevant decision makers and stakeholders to identify opportunities for advocacy and provide regular updates to the Associate Director, P&A and relevant working groups
- Support in the development of Amicus Briefs and legal briefs, and identify opportunities and initiatives for legislative action
- Conduct research and provide policy analysis on CSN issues

**Operations & Administration:**

- Work with the Associate Director, P&A to plan, coordinate and manage public events, teleconferences and webinars
- Produce bi-weekly newsletter
- Maintain databases, contact lists, social media and website
- Track analytics for social media and website usage
- Keep website updated and help improve its appearance and navigability
- Drive the creation of online and print materials, including abstracts of research reports, fact sheets, policy briefs and CSN website news articles
- Assist with preparing talking points and meeting summaries
- Lead outreach and retention strategies for members and allies, in close coordination with the Associate Director, P&A and Director, as needed
- Responding to and supporting CSN member organization needs

**Qualifications:**

- Legal training and/or education in topics related to C&SN's priorities highly preferred
- Three to five years relevant experience in a government, nongovernmental, legal or academic organization
- Experience or expertise with international NGO organizations or programs and humanitarian, peacebuilding and/or human rights topics, including lived experience
- Familiarity with issues affecting humanitarian and peacebuilding organizations such as sanctions, counterterrorism policies, material support, financial access issues, and similar legal and policy impediments to civil society programs, including lived experience
- Understanding of and experience with advocacy campaigns (grassroots, legislative and executive branch advocacy, media campaigns)
- Willingness to support administrative and operational tasks for the organization
- Emotional intelligence to engage a wide array of stakeholders
- Solid writing and communication skills
- Quick learner and able to remain flexible. Able to work with a remote team of colleagues

**Status:**

This role is envisioned as a full-time, overtime-exempt mid-level staff role. However, CSN is interested in finding the best fit and skill set for this role. There is flexibility and the role could be designed as less than full time, or some other arrangement that fits our needs and that of the candidate. Thus, compensation under other arrangements is flexible.

**Location:**

CSN is currently a fully remote team. However, because this role requires strong presence in and meetings with government officials and Washington, DC -area colleagues, the Legal Analyst is preferred to be based in the metro DC-area / on the EST time zone (negotiable).

**Compensation:**

The salary range for this role is \$60,000 - \$67,000, commensurate with experience. Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

NOTE:

**Application Instructions:**

To apply, please submit a cover letter, resume and relevant writing sample to [info@charityandsecurity.org](mailto:info@charityandsecurity.org). Please write "Candidate application" in the subject line. We will consider applications on a rolling basis with priority given to those received by November 11, 2022.

CSN is a fiscally sponsored project of NEO Philanthropy. NEO is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. Women and minorities encouraged to apply.