



Chief of Staff – 20/20 Vision DC

About 20/20 Vision

An economic policy research and advocacy firm participating in the national economic policy making process. We work with legislators, academics, public interest groups, and progressive organizations via engagement in economic policy legislative and political projects with a principal focus on fiscal and financial policy. Archives of the group's regular economic and democracy reform policy updates can be found at www.2020visiondc.org.

Chief of Staff

The position supports the work of an economic policy research and advocacy firm participating in the national economic policy making process, working with legislators, academics, public interest groups, and progressive organizations via engagement in economic policy legislative and political projects with a principal focus on fiscal and financial policy.

The position involves working with and guiding a team of writers/researchers on policy products and projects relating to a range of domestic economic policy issues. The main task of this position will be focused on driving and managing economic policy projects. It includes various administrative responsibilities. The work is a mix of legislative and political projects and offers hands-on experience collaborating with colleagues and partners and preparing deliverables for clients. For reference, the archives of the group's regular economic policy updates can be found at www.2020visiondc.org

Location: Washington DC; Hybrid/remote. In-office meetings twice weekly, in our Dupont Circle office.

Tasks/Responsibilities:

- Collaborate with 20/20 Vision Principal and Analysts to develop and implement the organization's strategic vision and objectives.
- Monitor progress on strategic goals, identify potential roadblocks, and propose actionable solutions to achieve targets.

- Stay up-to-date on economic policy trends, legislation, and current events to inform the organization's research and advocacy efforts.
- Support and guide research teams in producing evidence-based bi-weekly updates and policy briefs to influence policymakers and the public.
- Cultivate relationships with key Members of Congress, partner organizations and thought leaders.
- Represent the organization at public events, conferences, and webinars to advance our policy objectives.
- Identify needs and hiring opportunities, oversee recruitment efforts, and provide mentorship and professional development opportunities for staff.
- Collaborate with 20/20 Vision Principal to develop and manage the organization's budget and complete invoices when necessary.
- Ensure efficient allocation of resources to support programmatic priorities.
- Streamline internal processes and workflows to maximize productivity and operational efficiency.
- Implement systems and tools to enhance communication, collaboration, and knowledge sharing among team members.
- Occasional event planning.
- **Requirements/Qualifications:**
 - 2-3 years of Hill or Hill-adjacent experience strongly preferred.
 - Proven experience in a leadership role within a progressive advocacy organization, especially in an economic policy research environment.
 - Knowledge of office management systems and procedures and office equipment
 - Proficiency in MS Office/Google Drive.
 - Excellent time management skills, the ability to prioritize work, pay attention to detail, and troubleshoot problems.
 - Excellent written and verbal communication and organizational skills.
 - Bachelor's degree or higher in economics, public policy/politics, or a related field preferred.

Working hours somewhat flexible but generally follow 9-5 and may periodically require working some nights and weekends. Hourly rate range is from \$40 to \$55/hour (plus time and a half overtime for work outside of 9-6, M-F), commensurate with experience. Time and a half overtime pay for holidays and work done outside the regular work hours (evening and weekend work). Benefits package includes but is not limited to:

- Health insurance, including COBRA
- 14 days paid vacation annually, with rollover ability
- Paid sick leave
- Paid days for recognized holidays
- Paid Family & Medical leave (up to 14 weeks)
- Overtime pay
- Leaves of absence

All employee policies are outlined in the provided 20/20 Vision Employee Handbook. Position is hybrid schedule with in-office meetings near Dupont Circle twice weekly.

To Apply

To send your resume, please include a cover letter addressing this organization's mission and how your qualifications and experience align with the responsibilities outlined. Please include contact information and relationship for three professional references and send all to:

dana@2020visiondc.org

Please let us know where you saw the job post – thanks!

20/20 Vision provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, criminal history, gender identity or expression, or any other characteristic protected by federal, state or local laws.

See current openings at: <https://2020visiondc.org/current-job-openings>

Target start date: ASAP