RETIREMENT INCOME POLICY SPECIALIST
ADVOCACY
HEADQUARTERS [WASHINGTON, DC]

OVERVIEW OF RESPONSIBILITIES:

The Retirement Income Policy Specialist leads the development of policies and strategies for achieving the labor movement's goals with respect to a broad range of retirement income issues. He/She works with affiliated unions in developing those policies and strategies, represents the AFL-CIO and the labor movement in a variety of high-level forums, organizes support among other organizations for labor's policy goals, and provides analysis and independent research on these issues. The Retirement Income Policy Specialist also provides research and support for the AFL-CIO's other priorities related to advocacy and the growth and mobilization of the labor movement.

DESCRIPTION OF DUTIES:

- Represent the AFL-CIO before Congress and federal agencies in meetings, briefings, and hearings on retirement income issues. Prepare written materials to support the federation's policy and regulatory positions and legislative campaigns.
- Lobby the executive branch on matters related to retirement income, including defined benefit plans, defined contribution plans, Social Security, and related employee benefits and social insurance issues.
- Represent the AFL-CIO and the labor movement on retirement income issues in a variety of high-level forums, including before national and international unions, state and local labor bodies, coalitions, think tanks, universities, the media and state and local governmental bodies.
- Organize support for organized labor's retirement income policy goals by building strong and ongoing relationships with other organizations, including traditional allies, employers and their trade organizations, and other public policy groups.
- Convene and manage workgroups and task forces comprised of affiliate unions and other stakeholders.
- Assist in the development of AFL-CIO policy on retirement income.
- Design and conduct research on and analysis of federal and state legislation, regulations and policies related to retirement income.
- Research and write reports and issue briefs, fact sheets, talking points, articles, digital media content, case studies, best practice models and other educational and advocacy materials for distribution to the labor movement, the media and the general public.
- Advise and provide technical support to AFL-CIO officers, senior staff and other departments, affiliate unions and other labor organizations and allied organizations regarding public policy related to retirement income.
- Analyze and/or draft federal and state legislation, regulations and other policy directives, and supporting materials regarding retirement income, and negotiate legislative changes and provide

technical assistance regarding legislation and other policy directives in collaboration with AFL-CIO Legislative Representatives.

- Prepare formal written comments on proposed regulations, and provide written and oral testimony before federal agencies and state and local legislative and regulatory bodies.
- Perform other duties as required.

QUALIFICATIONS AND SKILLS:

- Advanced degree in law, economics, or other discipline relevant to employee benefits and social insurance; or an undergraduate degree with equivalent relevant work experience.
- At least five years of versatile and progressively responsible experience in a policy advisory or policymaking role related to retirement income.
- Extensive knowledge of retirement income issues.
- Demonstrated ability to manage coalition relationships and work with multiple stakeholders to achieve consensus policy positions.
- Demonstrated ability to communicate complex technical concepts to a variety of audiences, including excellent writing, representational, and public speaking skills.
- Demonstrated ability to interact flexibly and appropriately in a politically sensitive environment, including the ability to represent sensitive political and technical issues in dealings with reporters and other media.
- Demonstrated ability to design, conduct and/or oversee independent research and writing projects. Excellent computer skills required, including proficiency in internet research to identify and assess health and/or retirement policy resources, data visualization, and presentations. Excel and PowerPoint required.
- Demonstrated effectiveness working in politically sensitive and high-pressure environments.
- Demonstrated ability to write and implement strategic plans and programs to further federation policy objectives.
- Demonstrated ability to prepare clear, timely and thorough analyses of complex policy issues and directives.
- Demonstrated ability to evaluate, prepare written assessments of and/or develop federal or state legislative, regulatory and other policy proposals and related supporting materials.
- Demonstrated ability to build teams and work effectively in a team environment, in both a lead and support role.
- Strong interpersonal and problem-solving skills.
- Flexibility to travel in performance of duties.

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