POLITICAL AND LEGISLATIVE DIRECTOR

The Writers Guild of America West (WGAW) is currently seeking qualified applicants for the position of Director. The Director is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience.

The position reports to the Assistant Executive Director.

The WGAW is currently operating remotely, but the position is based in Los Angeles when in-office work is able to resume based on local public health guidelines. Return to in-office work will be based on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination against COVID-19 is required of all employees unless they qualify for a lawful exemption.

ESSENTIAL FUNCTIONS

• Leads the WGAW Political Action Committee by developing and executing a fundraising plan to sustain the PAC every election cycle. Manages the PAC Board, engages WGAW members in fundraising, develops candidate questionnaires, schedules meetings with candidates and attends candidate fundraisers, recommends endorsements to Guild PAC Board members, and oversees the PAC donation database.
• Directs and supervises Guild lobbyists to ensure effective implementation of organization’s political strategy.
• Works in close collaboration with the Research and Public Policy department to develop and implement the Guild’s public policy, regulatory, and legislative positions and strategies.
• Cultivates ongoing relationships with key elected officials, regulatory agency appointees, and staff at the federal, state, and local levels.
• Develops communications materials to increase overall member awareness of and engagement in the Guild’s political work and PAC activities.
• Recruits, develops and prepares individual members to meet with elected officials to support campaigns.
• Works with other unions, key allies and coalition groups to support Guild campaigns and policy initiatives, as appropriate.
• Responsible for quarterly filing of relevant federal lobbying and ethics reports and all interactions with outside law firm handling PAC donations and disbursements.
• Can articulate Guild positions on key policy issues.
• Other duties as required.
• Translate Guild public policy agenda to lawmakers and WGAW members through regular communications including meetings, newsletters, position papers and letters of support for regulatory and legislative initiatives.
• Communicate to Guild staff and leadership the federal and state regulatory and legislative developments affecting writers, the media and entertainment industry, and labor.

OCCUPATIONAL REQUIREMENTS

• 5+ years of experience in political fundraising or campaigns and experience conducting issue campaigns at a senior level; excellent written and verbal communication skills,
including public speaking; strong organizational skills and the ability to meet tight timelines.

- Able to work both independently and in coordination with other key staff.
- Commitment to building a strong labor movement.
- Working knowledge of political and regulatory bodies at the state and federal level, especially those affecting the entertainment and media industry; excellent analytical and problem-solving skills and ability to follow through.
- Ability to work with members, staff and coalition partners to develop and implement strategies.
- The successful candidate must be computer literate in MS Word and Excel.
- Must have a valid California driver’s license and reliable insured personal transportation.
- Be able to attend occasional evening or weekend meetings and be able to travel on Guild business for up to several days’ duration.

Applicants should email cover letter and resume to the Human Resources Department of the Writers Guild.

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.