



PARTNERSHIP FOR PUBLIC SERVICE

POLITICAL APPOINTMENTS MANAGER, CENTER FOR PRESIDENTIAL TRANSITION

ORGANIZATION

The Partnership for Public Service is a nonpartisan, nonprofit organization with a big mission: we're working to ensure the federal government is dynamic, innovative and that it effectively serves the American people. We've got a great team that helps make it happen.

Our staff is diverse in experience and perspective, but at our core, we share a lot of the same traits. We are mission-driven, creative, collaborative, optimistic and inclusive.

Our work is strategic, fast-paced and guided by our values:

- *Passion* for public service and our work toward a more effective government.
- *People* who promote a culture of learning, leadership, collaboration, inclusion and respect.
- *Persistence* to drive change, take strategic risks and deliver results.
- *Promise* to be trustworthy, nonpartisan and fiscally responsible.

We hire smart and friendly people who are great at what they do and good to one another in the process. Are you ready to join our team?

POSITION OVERVIEW

The Partnership for Public Service's Center for Presidential Transition is intended to ensure a smooth and safe transfer of power between presidential administrations, maximize a new or second-term administration's capacity to manage government challenges, and prepare senior appointees to step into office ready to lead effectively. The Political Appointments Manager will work with internal and external partners to lead key pieces of the transition portfolio.

Specifically, you will work collaboratively to:

- Assist presidential candidates, transition teams and second-term administrations understand and manage the political appointments process.
- Serve as the Partnership's subject-matter expert on political appointments.
- Encourage and implement transition activities that will help an administration fill political appointments with well-qualified individuals in a timely way.
- Create new materials and update existing resources on presidential appointments.
- Support efforts to prepare new political appointees to succeed in their roles.
- Analyze and promote best practices in political appointments.

ESSENTIAL FUNCTIONS/PRIMARY RESPONSIBILITIES

- Manage the planning and execution of all appointments-related transition activities in consultation with senior staff.

- Manage existing relationships and develop new relationships with individuals experienced in political appointments.
- Analyze and promote best practices in the political appointments process, including the nomination and confirmation of presidential appointees to Senate-confirmed positions.
- Work with the Government Affairs team to improve the political appointments process, including legislation to reduce the number of positions subject to Senate confirmation and to streamline the appointments process.
- Create new materials and update existing resources, including an Appointments Guide, guides for new appointees, vacancies issue brief, Senate committee profiles and map of the background investigations process.
- Collaborate with the Government Affairs, Communications, and Research teams to help position the Partnership as a thought leader on political appointments.
- Assist the Programs team to onboard political appointees and career executives.

KEY COMPETENCIES

- A commitment to public service and an interest in the mission of the Partnership and the Center for Presidential Transition.
- Collaborative, flexible, positive team player committed to the success of the entire organization.
- Ability to thrive in a fast-paced, rapidly changing environment and to manage multiple deliverables concurrently.
- Extensive knowledge of and experience with the political appointments process
- Excellent writing and analytical skills.
- Excellent interpersonal and communication skills.
- Proven ability to influence and engage a wide range of audiences and build long-term relationships.
- Strong project management skills.
- Political savvy and resourcefulness.
- Ability and desire to be scrupulously nonpartisan.

SUPERVISORY RESPONSIBILITY/REPORTING STRUCTURE

This position reports to a senior member of the Center for Presidential Transition and will also complete projects under the supervision of a senior member of the Government Affairs team. This position has no direct supervisory responsibilities for staff but may supervise interns.

WORK ENVIRONMENT

This job operates in a professional office environment in Washington, DC and at local external venues. This position requires consistent use of office equipment such as computer, telephone, printer and scanner.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position with regular work hours Monday-Friday, 9 a.m. to 6 p.m. There may be occasional evening or weekend activities required.

TRAVEL

If travel occurs, it is usually local and during the business day. Some out of the area and/or overnight travel may be required as well.

REQUIRED/PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree required, Master's degree preferred, or equivalent work or military experience.
- Demonstrated knowledge of and experience with the political appointments process.
- Minimum five years of professional experience strongly preferred.

AAP/EEO STATEMENT

The Partnership strives to be an inclusive organization that fosters learning, collaboration and respect. We actively recruit for diversity in our workplace, believing that a range of backgrounds, perspectives and experiences contributes to our mission of revitalizing government. The Partnership for Public Service is an equal opportunity employer and will not discriminate against any applicants for employment on the basis of race, color, sex, age, national origin, veteran status, disability; or on any other basis prohibited by law.

TO APPLY

Please [apply here](#) via ADP by Friday, November 22. More information about working at the Partnership is [available here](#).