

Programs and Communications Associate

The Tax Council, an elite membership association, is seeking detail-oriented, highly-organized and self-motivated professional to join a small staff team.

About The Tax Council:

The Tax Council (TTC) is a non-profit, membership-based organization promoting sound tax and fiscal policies since 1966. We are based in Washington, DC – our nation's capital. Our membership is comprised of (but not limited to) Fortune 500 companies, leading accounting and law firms, and major trade associations.

The Tax Council's mission is to provide leadership in the tax and fiscal policy arenas, to contribute to a better understanding of complex tax laws and regulations through informational forums and to advocate sound tax and fiscal policies that encourage capital formation and preservation in order to enlarge productive investment and generate national economic growth.

We provide a regular forum (luncheons and conferences) for our members to meet with key tax policy decision makers from the U.S. Congress to discuss important current tax issues; sponsor an annual three-day Spring Tax Policy Conference; and develop tax policy information and positions for public dissemination.

Primary responsibilities include:

- Generate a useful and highly-regarded daily newsletter that provides relevant and timely updates to TTC members on current and pending tax policies or laws that could impact the way their companies do business.
- Create an informative monthly newsletter to keep members apprised of important organization activities and member news with creative graphics and photos.
- Summarize remarks made at luncheons by key policymakers in government and capture excellent photos during our events to be included in the monthly newsletters.
- Assist in the planning, coordination and execution of all tax-legislative events annually including monthly legislative luncheons, the Annual Meeting, the Spring Legislative Conference, mini-conferences, virtual events and roundtable discussions.
- Assist in the implementation of membership development and outreach activities for The Tax Council including membership research, direct email and solicitation campaigns.
- Support the coordination, management, and execution of the Tax Council Policy Institute's Annual Tax Policy & Practice Symposium (Tax Council Policy Institute is the sister organization of The Tax Council).
- Manage the social media platforms (Twitter, LinkedIn, Flickr) of The Tax Council and the Tax Council Policy Institute.
- Provide regular updates of both organizations' websites.
- Support the President & CEO and Director of Operations.
- Other projects as needed.

Qualifications:

- Bachelor's degree with at least two years of similar work experience preferred.
- Organized, highly-motivated and high attention to details.
- Strong writing, communication and analytical skills.
- Excellent time-management skills with respect to setting priorities.
- Highly proficient in Windows and Microsoft Office (Word, Excel, PowerPoint).
- Excellent command of Constant Contact, WordPress, Canva, social media platforms (LinkedIn, Twitter, Flickr).
- Desire to contribute to the organization and passion to learn.
- Interest in nonprofit work, tax policy and/or event planning is a plus.

- Willingness to work independently and as part of a team in a small office environment.
- Friendly and patient (good sense of humor a plus!).

Salary and Benefits

- Salary and title are commensurate with qualifications and experience. The salary range for this role is between \$50,000 and \$65,000 per year.
- Competitive compensation package that includes employer-paid health insurance (medical, dental, and vision), 401K, and transportation (SmarTrip) subsidy
- Paid personal days

The Tax Council currently requires in-office work Tuesday-Thursday, with WFH option on Monday and Friday.

To apply for the position, please email a cover letter, resume and one-page writing sample to dsiu@thetaxcouncil.org. Applications without all three items will not be considered.