

## **Director of Policy and Legal Affairs, IIPA**

### **Summary**

The International Intellectual Property Alliance (IIPA) is a private sector coalition, formed in 1984, of trade associations representing the U.S. copyright-based industries working to improve copyright protection and enforcement of copyrighted materials and to open foreign markets closed by piracy and other market access barriers.

IIPA is seeking a proactive, collaborative, and action-oriented attorney with deep copyright expertise and outstanding writing and communication skills, who is passionate about promoting the international legal and policy frameworks necessary for the creation and dissemination of creative content around the world. The attorney should have extensive experience and a strong interest in working on copyright issues impacting the U.S. creative industries. Experience working on international trade issues and/or government relations is preferred. The Director of Policy and Legal Affairs will work with the Executive Director to provide legal and policy expertise to assist IIPA members in advocacy before Congress, federal agencies, foreign governments, international organizations, and other relevant stakeholders. In addition, this role supports the Executive Director in developing and implementing strategies to advance the policy priorities of IIPA members and managing the operations of the IIPA. This role requires outstanding writing, communication, legal, policy, advocacy, and relationship-building skills. The position has a hybrid work schedule, allowing for remote work or in-office work depending on the needs of specific tasks.

### **Key Responsibilities**

- Provide written and oral advocacy to US Government agencies and Congress on complex international copyright and trade issues in pursuit of IIPA policy objectives.
- Prepare IIPA's annual report to the U.S. Trade Representative on intellectual property rights in the Special 301 process. This requires outstanding writing skills, including the ability to provide clear and concise explanations of technical copyright issues, and the ability to prepare lengthy, detailed reports under tight deadlines.
- Prepare written submissions on behalf of IIPA to U.S. and foreign governments seeking compliance with international copyright treaty and trade agreement obligations and improvements in foreign copyright laws.
- Work with international organizations and U.S. government officials, as well as foreign governments, to improve foreign copyright laws, their implementation, and their enforcement.
- Analyze and provide legal advice on copyright laws and proposed copyright legislation in foreign markets, as well as on international copyright and trade agreements.
- Develop proposals for policy decisions on international copyright and trade issues and work with the Executive Director and IIPA member organizations on those proposals.
- Represent IIPA in meetings with and outreach to U.S. government officials and foreign government officials.
- Respond to and collaborate with IIPA member organizations.
- Brief and advise IIPA member organizations on international copyright law and trade matters.
- Cultivate relationships with legislative and executive branch officials, diverse stakeholders, and allied groups.
- Develop advocacy materials as needed.
- Represent IIPA as a co-lead of a cross-sectoral coalition advancing a strong IP agenda at the World IP Organization (WIPO).
- Support the Executive Director in managing the operations of the IIPA as needed.
- Other relevant duties and projects as assigned.

### **Education and Experience Requirements**

- Bachelor's Degree from an accredited college/university.
- Juris Doctorate from an American Bar Association accredited American law school.
- Member in good standing of the District of Columbia Bar or a state bar with the ability to waive into DC.
- A minimum of five years experience working in private and/or public sector on domestic and/or international copyright issues.
- Experience working on government relations/advocacy and international trade issues preferred.
- Relevant experience working with the copyright industries and stakeholders.
- Knowledge of the international IP landscape and WIPO preferred.

### **Qualifications**

- Must possess outstanding writing ability and oral communications skills.
- Expertise in writing lengthy, detailed reports on complex copyright issues under tight deadlines, including the ability to quickly synthesize a significant amount of information and clearly explain the issues for both non-technical and technical audiences.
- Must possess the highest level of work ethic and the ability to maintain confidential information.
- Demonstrated negotiation skills.
- Ability to manage the varying needs and priorities of both internal and external stakeholders.
- Ability to solve practical problems and carry out responsibilities under minimal supervision.
- Excellent analytical, research, interpersonal, and facilitative skills.
- Ability to adapt as the organization's needs evolve.

### **Compensation and Benefits**

The approximate budgeted compensation for this position is \$215,000. IIPA offers a comprehensive package of benefits including paid time off (vacation, holidays, sick), medical/dental/vision insurance, and 401(k).

### **How to Apply**

If interested, please send a cover letter and resume to [info@iipa.org](mailto:info@iipa.org) with "Director of Policy and Legal Affairs" in the subject line.