



Vice President for Policy and Chief Content Officer

The U.S.-U.A.E. Business Council is seeking a senior policy expert to strengthen the Council's analysis and written content. This individual will provide thought leadership and oversee reports, policy analysis, event briefs, and other substantive materials. They will report directly to the Council's President, collaborate closely with the Executive Vice President, and provide editorial guidance to the Council's directors. This position requires working in the Council's office in Washington, D.C.

Responsibilities

- Shape the Council's policy research and publications agenda
- Provide substantive leadership for the Council's policy working groups in key areas such as AI and digital policy, defense, and energy
- Lead timely "Council Updates" on developments affecting the U.S.-U.A.E. relationship and their implications for members
- Oversee research and reporting on key areas of cooperation in the bilateral trade, commercial, and investment relationship
- Enhance event briefs and develop substantive questions and background materials for Council events
- Provide editorial oversight of Council publications and other written materials
- Support directors in strengthening the analysis, accuracy, and clarity of their written work
- Develop relationships and partnerships with Council members, think tanks and policy institutions in Washington, D.C. and the U.A.E.
- Advise Council leadership on policy developments and institutional positioning

Required Experience and Education

- At least 15 years of relevant experience in government, public policy, think tanks, international affairs, business, academia, and/or a related field
- Established expertise in the Middle East and Gulf affairs, with strong knowledge of international economic policy and related commercial and geopolitical issues
- Exceptional policy analysis, research, writing, and editing skills
- Demonstrated experience producing or overseeing high-quality policy publications
- Sound judgment and the ability to work effectively with senior executives, government officials, and subject-matter experts

- Strong attention to detail
- Ability to manage multiple priorities, plan ahead, and meet strict deadlines while being proactive and responsive in a fluid and fast-paced work environment
- Bachelor's degree required; advanced degree preferred

Salary and Benefits

- Salary negotiable based on experience and qualifications
- Annual bonus opportunity based on performance
- Generous benefits, including eligibility for health, dental, life, and disability insurance; a transportation allowance; and a 401(k) matching contribution

To apply for this position, please send a cover letter, resume, two writing samples, and a list of relevant publications to Danny Sebright at dsebright@usuaebusiness.org