**PRESIDENTIAL MANAGEMENT FELLOW OPPORTUNITY**

**Agency Name**: Office of Management and Budget, Budget Review Branch of the Budget Review Division (BRD)

**Location**: Washington, D.C.

**Rotation Duration**: 4 to 6 months, **starting between early-December 2016 and early-January 2017 (flexible start date)**

**General Information**: The Office of Management and Budget (OMB), the largest component of the Executive Office of the President (EOP), serves the President in implementing policies across the Executive Branch. OMB carries out its mission through multiple processes, including managing the development and execution of the President’s Budget. The budget process is the primary mechanism through which decisions about resource allocations are made in areas ranging from strengthening the economy to health care to energy to national security.

The Budget Review Branch (BRB) is responsible for a wide variety of budget analyses and products, including activities related to the formulation and administration of the President's Budget and monitoring congressional action on the President's Budget requests. This rotation will occur during a Presidential transition, which will afford unique opportunities and require high levels of resilience and flexibility. The fellow will work on products for senior policy officials, which will necessitate high quality standards and often be required to be performed under tight deadlines. In addition, the fellow will have the opportunity to network with OMB staff that work closely with agencies across the Federal Government.

**Description of Responsibilities**: During this rotation, the fellow will join a small cadre of budget staff in BRB with responsibilities associated with developing the first Budget of the incoming President. The fellow can expect detailed involvement with the concepts and structure of the overall Federal budget and the analytical processes that underlie the accurate and timely creation of the several volumes of the incoming President’s first Budget transmittal.

Expected assignments may include: coordinating FY 2018 Budget documents and/or roll out briefing materials; identifying and resolving technical and conceptual discrepancies in the various Budget materials; completing ad hoc assignments associated with the FY 2018 President's Budget; and, depending on timing, carrying out assignments associated with finalizing FY 2017 appropriations.

**Requirements**:  Previous budget experience and working with quantitative data in spreadsheets and/or databases is desirable.  Although permanent staff members will provide training and oversight, the selected fellow should be self-motivated, independent, and have strong attention to detail.  In addition, solid analytical, technical, and communication skills and the ability to thrive in a dynamic, fast-paced environment is required.  A background check and drug test will be required prior to starting.

**Application Process**: Please email a 1-2 page resume and statement of interest to Latonda Raft ([lraft@omb.eop.gov](mailto:lraft@omb.eop.gov)) and Max West ([mwest@omb.eop.gov](mailto:mwest@omb.eop.gov)). All application materials must be received no later than **Monday November 14, 2016,** but candidates will be interviewed as the applications are received. When the position is filled, this announcement will be taken down from the website, which could occur before the deadline.