



National Congress of American Indians
1516 P Street, NW, Washington, D.C. 20005

JOB ANNOUNCEMENT: Director of Government Affairs

ABOUT NCAI

Founded in 1944, the National Congress of American Indians is the oldest, largest, and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments and communities, promoting strong tribal-federal government-to-government policies, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people, and rights. For more information, visit the NCAI website at www.ncai.org.

ABOUT THE POSITION

The Director of Government Affairs is a senior staff position responsible for representing Indian Country's consensus policy priorities with Congress and the Administration. The successful candidate will be prepared to work in a collaborative environment to develop and implement a strategy to advance the policy priorities identified by the NCAI membership and Board. The Director will work with the federal government, tribal nations, Native organizations, and non-Native partners to enhance opportunities for tribal nations while ensuring the trust responsibility towards tribes is upheld. Typically, the Director works closely with the Executive Director and General Counsel and leads a staff of 2-4 policy associates and a Fellow.

JOB REQUIREMENTS:

Employee must possess:

- Seven or more years of experience working on Indian policy and/or with American Indian/Alaska Native tribal governments;
- Management experience, including scoping, planning, administering, and evaluating multiple programs and projects simultaneously;
- Strong writing, interpersonal, communication and organizational skills;
- The ability to take direction and work independently, taking initiative within areas of responsibility, as well as providing leadership and direction while working in a team oriented environment;
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high pressure environment; and
- Advanced educational degree, including J.D., Master's degree, or other comparable credential.

DUTIES/RESPONSIBILITIES:

Under the direction of the NCAI Executive Director, the primary duties of the Director of Government Affairs include:

- Working with Executive Director and General Counsel to plan and implement advocacy strategies, including analysis and development of priorities and partnerships
- Developing and sustaining relationships with Congressional and Administration officials that are necessary to further the overall mission and responsibilities of NCAI including strategies for accomplishing key tribal policy priorities;
- Facilitating communication between tribal governments and Congressional and Administrative leadership;
- Coordinating with the NCAI General Counsel and work with all members of the NCAI policy team to identify policy opportunities and implement communications, advocacy, and outreach strategies;
- Participating as a member of NCAI's Senior Staff team to coordinate across the organization to implement NCAI's strategic plan;

- Develop Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents;
- Develop and maintain relations with key partners and networks, coalitions, and organizations critical to the achievement of the organization's legislative agenda;
- Monitor and summarize legislation, regulations, and other materials related to federal policies affecting Indian Country;
- Represent NCAI at meetings and events by making presentations and speeches at conferences and meetings;
- Coordinate all aspects of grants management for policy projects – including completion of grant applications and required reporting, conducting outreach to funders, overseeing project activities, and coordinating with the Finance Department to ensure effective project management;
- Supervise junior staff and fellows working on a range of policy issues; and
- Contribute to the NCAI effort, such as general support of conferences and events, through completion of other team-based duties as assigned.

SALARY AND BENEFITS: This position offers a competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.).

APPLICATIONS

Position will be located at NCAI's Washington DC offices and is open until filled.

To apply, submit a cover letter, resume, brief writing sample (2-3 pages) and the names of three references, **by email to Jobs@ncai.org (preferred)** or mail to:

National Congress of American Indians
Attn: Nicole Hallingstad / DGA
1516 P St, NW
Washington, DC 20005
jobs@ncai.org