



# National Council of Urban Indian Health

## Director of Congressional Relations

### About the National Council of Urban Indian Health

The National Council of Urban Indian Health was founded in 1998 to represent the interests of Urban Indian Organizations (UIOs) before Congress and Federal agencies, and to influence policies impacting the health conditions experienced by urban American Indians and Alaska Natives (AI/AN). The National Council of Urban Indian Health is a 501(c)(3), membership-based organization devoted to support the development of quality, accessible, and culturally sensitive health care programs for AI/AN living in urban communities. NCUIH fulfills its mission by serving as a resource center providing advocacy, education, training, and leadership for urban Indian health care providers. NCUIH strives for healthy American Indians and Alaska Natives living in urban settings, which comprise over 70% of the AI/AN population, supported by quality, accessible health care centers and governed by leaders in the Indian community. NCUIH represents urban Indian Health Programs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

### Roles and Responsibilities:

Reporting to the Vice President of Policy and Communications, the Director of Congressional Relations will have both internal and external facing responsibilities to advance the mission of NCUIH through excellence in policy, advocacy, outreach, technical assistance, research projects and related programs. The Director of Congressional Relations must have a strong understanding of health care delivery, the federal trust relationship as well as the legal, policy and political frameworks impacting the IHS system. The Director of Congressional Relations oversees the division and supervises at least one staff member. The Director of Congressional Relations also is responsible for ensuring the viability and growth of the funding supporting these activities, including attention to funder relationships, grants compliance and timely excellence in achieving and exceeding deliverables expectations. The Director of Congressional Relations is responsible for working with the Vice President and providing political strategy on Indian health legislative priorities. The Director of Congressional Relations will provide technical support and coordination for a number of different Tribal Health Care Advisory committees. In addition, the Director of Congressional Relations will be responsible for the tracking, analyzing and reporting of current bills, policies, other agencies that impact urban Indian health such as but not limited to: HHS, VA, CMS, SAMHSA, educating Congress and federal agencies on ways to improve health care programs and services for American Indian and Alaskan Natives (AI/AN). The Director of Congressional Relations is responsible for conducting analysis, reviewing and responding to bills, policies, preparing testimony and attending hearings, writing technical reports, contributing to policy position papers and developing advocacy materials on key health issues. The Director of Congressional Relations will seek out opportunities for urban Indian health to be advanced in the federal/congressional policymaking arenas. This includes leading efforts to engage support for priority issues, working collaboratively with UIOs, Tribes and tribal organizations, creating regional and national harmony and consistent and reliable outreach and education efforts to the UIOs. The Director of Congressional Relations will be actively engaged in the planning and preparation of NCUIH National Conferences. The Director of Congressional Relations will also heavily work with the Director of Federal Relations and the senior leadership team to ensure continuity among federal and congressional relations.

- Informs and advocates for the advancement of AI/AN health policy, budget and appropriations.
- Provides excellent political strategy based on expert knowledge of Capitol Hill and Indian Country.
- Builds, maintains and utilizes a vast network of contacts.
- Researches and prepares analyses on various legislative issues and bills, including appropriations and the budget, related to the provision of health care services to Indian Country.
- Evaluates and analyzes legislation and budget issues and their impact on the provision of health care services in Indian Country.



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- Develops and contributes articles for publication.
- Meet with Congressional staff regularly, attend hearings and prepares correspondence to the Hill.
- Performs public speaking and attends partner meetings as needed.
- Builds, promotes, maintains and utilizes a grassroots database.
- Communicates information, actions, action alerts and other materials to the NCUIH grassroots network.
- Prepare Congressional testimony, talking points and writes timely reports about congressional hearings and other meetings as appropriate.
- Maintains legislative portion of the NCUIH website, including Legislative/Policy Agenda progress tracking.
- Provides assistance as requested in planning and implementing the NCUIH conference and Capitol Hill Advocacy Days.
- Attends events in person in Washington, DC and provides support in execution of these events including the NCUIH Hill Day and related Capitol Hill events.
- Aid in legislative communications, including social media/ website development and posting.
- Track and maintain communications with NCUIH leadership and membership regarding current and potential legislative affairs pertinent to Urban Indian Health.
- Assist with Urban Indian representation at tribal advisory bodies as well as management of legislative and executive branch outreach activities.
- NCUIH is a team/community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team.
- Travels to national conferences and other meetings (at least 6 per year).
- Performs other duties as assigned and travel to meetings as needed.

## **Qualifications:**

- Successful candidates will have a passionate commitment to the mission of improving the health of American Indians and Alaska Natives.
- This is a senior management position requiring a combination of education, experience, cultural competency and political acumen.
- Effective public speaking skills with strong, analytic writing skills.
- Candidates must demonstrate significant ability to learn quickly and efficiently.
- Experience administrating federal grants and contracts. Knowledge of Indian health care programs, a high degree of organization are required for this position.
- Successful candidates will possess excellent writing and public speaking skills and work well independently and with the team in a fast paced, high profile environment.



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- The position also demands a track record of success in roles requiring execution of multiple tasks while responding to multiple priorities; proven ability to work with efficiency, flexibility, and good humor; demonstrated ability to build and maintain positive relationships with a wide array of people, for the government (Tribal/State/Federal)/ profit/non-profit/foundations and; operates with excellence in mind in all matters, with the confidence to defend/debate.
- This position will require careful attention to detail and successful candidates must be able to demonstrate diligent, responsible communications skills, both oral and written.
- This position will require flexibility to conduct some work after hours and on weekends.
- **American Indians and Alaska Natives are strongly encouraged to apply.**

This is a Washington DC-based position required for attendance at events and meetings; some travel will be required. Remote work flexibility is offered with expectations for in-person attendance at relevant meetings, hearings, and events.

Please send a resume, statement of interest and any salary requirements.

Job Type: Full-time  
Salary: \$90,000 - \$110,000

## **NCUIH Team Member Perks:**

- Annual Leave: 13 days a year, increases after 3 years, accrued bi-weekly
- Sick/Safe Leave: 13 days a year, accrued bi-weekly
- 12 paid holidays a year
- Premier employer-sponsored Medical, Dental and Vision insurance (no payroll deductions for employee AND dependent/partner/ family coverage and low co-pays)
- Employee Assistance Plan
- Eligible Employer for Public Student Loan Forgiveness as a non-profit
- 403b with a 10% Employer Match
- Short- and Long-Term Disability
- Life Insurance valued at \$50,000
- Optional employee-paid enrollment in AFLAC
- Competitive pay with merit bonuses and increases

**Work/Life Balance and Flexibility are vital to mental, physical and spiritual health. NCUIH offers the following benefits:**

- Flexible start times between 8am-10am ET
- Staff Appreciate Early Release Days and Staff Appreciation Summer Fridays (half-days)



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- Wellness Program, ShareCare, and CloseKnit to support gym memberships, virtual behavioral health, etc
- NCUIH sponsored travel including an annual all staff retreat
- Modern laptop equipment, supplies and online tools to support you in an everyday virtual environment to ease technology frustration and provide support for high quality work
- Monthly training and teambuilding to keep our skills sharp and increase synergy amongst the organization.

**There are perks to working remote, but we do not forget to connect to our hard working team!**

- NCUIH Swag
- Yearly anniversary gift
- Yearly birthday gift
- Holiday virtual and in person parties
- Occasional lunch delivery
- Occasional Contests with prizes!
- NCUIH Virtual Staff Clubs
- Organizational platforms to share recognition of a job well done!