



Growing Tribal Economies
Strengthening Tribal Finance

1101 30th Street, NW • Suite 500 • Washington, DC 20007 • 202-631-2003

POSITION DESCRIPTION

TITLE:	Policy Specialist
CLASSIFICATION:	Full-time; exempt
WORK ENVIRONMENT:	Home office; some required travel
REPORTING:	Reports to Executive Director

ABOUT NAFOA

NAFOA is a national non-profit organization (“Organization” or “NAFOA”) providing leadership for the advancement of independent and culturally-vibrant American Indian and Alaska Native communities by promoting excellence in financial management, advocating sound economic and fiscal policy, developing innovative education initiatives, and providing essential information, resources, and support to meet the challenges of economic growth and change.

POSITION OVERVIEW

Under the direction of the Executive Director or such other position as the Executive Director may designate from time-to-time, the Policy Specialist (“Specialist”) is responsible for researching and advising NAFOA on legislative policy matters impacting Indian Country including, but not limited to: tax, finance, investment, banking, infrastructure, and common sectors such as energy, gaming, and government contracting, as well as issues related to land use.

POSITION RESPONSIBILITIES

- Monitor, research and report on federal legislative activities that are germane to Indian Country generally, and NAFOA’s Members specifically; with an emphasis on activities that affect all aspects of economic development in Indian Country; and have a potential impact on NAFOA’s Mission and Purpose.
- Monitor pending legislation, conduct research, draft policy papers, give advice and counsel, and make recommendations, all related to economic development in Indian Country.
- Communicate directly with elected representatives of the House of Representatives, the Senate, Congressional committees and their respective staff members, as well as with staff members of the various agencies within the Department of the Interior (DOI), Department of Agriculture (USDA), Department of Transportation (DOT), Department of Housing and Urban Development (HUD), Department of Defense (DOD), Bureau of Indian Affairs (BIA), Federal Reserve Bank of Minneapolis (Center for Indian Country Development), Small Business Administration (SBA), U.S. Treasury (Native Initiative Programs, Community Development Financial Institutions (CDFI)), and

other federal and non-federal agencies with Native American-related programs, regarding relevant current and future federal policies, issues, grant opportunities, and regulations.

- Ensure that the Executive Director remains current regarding major legislative actions, events, key issues, and legislation by providing the Executive Director brief updates summarizing recent major legislative actions and events; and other written status reports on key federal issues and legislation that arise from time-to-time, as appropriate.
- Consistently and persistently develop and maintain personal relationships with members of Congress and/or their respective staffs in the Washington D.C. area.
- Attend and help organize policy activities such as hearings, congressional briefings, and other Hill activities.
- Provide technical, political, and logistical support for NAFOA to meet with appropriate stakeholders, federal officials, and legislators. This includes making recommendations and arranging meetings as necessary.
- Provide advice on how to improve outreach with key stakeholders in the Federal Government.
- Formulate and develop a plan to regularly receive information from NAFOA Members concerning policy initiatives they believe should be addressed.
- Legislation.
 - Analyze and/or draft legislative, administrative policy proposals on economic and political grounds for internal NAFOA use.
 - Generate ideas for legislation, including providing advice and analysis on the economic and political prospects for various ideas and proposals either originating within the organization or presented by others, including potential legislation or regulatory action.
 - Assist in analyzing and developing draft legislation and administrative guidance(s).
 - Write speeches, memoranda, policy position papers, talking points, and similar materials to introduce new legislation to entities like a committee, legislature (e.g., U.S. Congress or state legislature), and/or a Tribal council.
 - Track legislation, and work to ensure that the legislation has the appropriate support for it to pass.
 - Critically identify and analyze policy documents relevant to NAFOA and its Members; and assist in developing advocacy strategies in anticipation or response.
 - Provide assistance in the development of NAFOA's federal legislative program prior to the beginning of each calendar year.
- Stay abreast of, analyze and advise the Executive Director regarding legal cases that impact economic development in Indian Country.
- Advise NAFOA member tribe leaders and Councils, when requested, on potential pathways to achieve the Organization's goals with respect to improving economic growth and opportunity in Indian Country.
- Dissemination and Application of Professional Expertise.
 - Summarize and present technical policy information in a manner that others, including NAFOA team members, can understand.
 - Act as a policy and legislative advisor to others to facilitate educating the tribal community at large about economic matters and legislative initiatives.
 - Liaise with relevant stakeholders to facilitate implementation of NAFOA's policy and legislative recommendations and initiatives.
 - Use experience and expertise to support the educational outreach efforts of NAFOA team members, Member Tribes, students participating in NAFOA educational outreach programs, and relevant others in Indian country at large.

- Media and Public Relations.
 - May be asked to answer questions about legislation for reporters, legislative committee members or other legislative staff.
 - As directed, may meet with NAFOA members, non-profits, agencies or lobbyists to discuss a current or future bill or policy position.
 - Drafting correspondence, as directed.
 - Work closely and effectively with the NAFOA public affairs team on achieving its strategic goals.
- Maintain a level of awareness and knowledge of NAFOA programs, activities and policies necessary to conduct all of the above.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Strong working knowledge of Native American culture and the economic policy issues impacting tribal governments. Experience in tribal government operations or understanding tribal governments a plus.
- Superior communication skills both orally and writing in an effective, organized, professional, and timely manner; including authorship, editing, and proofreading.
- Attention to detail, accuracy, and deadlines.
- Strong organizational skills to handle multiple overlapping projects.
- Ability to effectively work in an environment where interaction with NAFOA team members is primarily through email, texting, telephone, and other distance communications methodologies.
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines.
- Excellent problem solving and negotiation skills;
- Ability to effectively collect, analyze, organize, distill, and present information.
- Ability to represent NAFOA in a professional manner.
- Capacity to undertake work with minimum supervision.

QUALIFICATIONS

- Advanced degree preferred (law or MBA) or experience may be substituted for education in the primary areas required for this role (e.g., research, policy, business management, finance, or equivalent).
- Three years of experience in the general topic area of federal Indian policy. Prior government or industry experience may be substituted for direct policy experience.
- Availability and willingness to travel as necessary.
- Possess advanced writing skills and the ability to summarize detailed policy issues into easy to read and understood documents. Ability to proofread and edit.

WORK HOURS

This is a Forty (40) hours per calendar week position, fifty-two (52) weeks per calendar year; provided, however, during the time periods leading up to, during, and immediately following NAFOA conferences and similar events, involvement up to Sixty (60) hours per week will be required.

COMPENSATION

Annual Salary: Negotiable based on experience and skill set related to the qualifications stated.

WORK ENVIRONMENT

Residence within the greater Washington DC area is preferred but not required.

Work from a home office as set out in Attachment A to this Position Description, and meet with NAFOA staff and partners in person as directed. Domestic travel is required for conferences, client relationship building, and staff meetings.

TERMS OF EMPLOYMENT

- Position holder must be available during the workday via instant messenger, email, phone, Skype, Facetime, conference calls, web conferencing, and/or other similar methods of communication as may be available and used by NAFOA in the future.
- Employment at NAFOA is on an “at-will” basis, for no definite period, and may regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause, and with or without notice. Position holder can terminate employment with NAFOA at any time with or without cause, and with or without notice. Other than NAFOA’s Executive Director, no supervisor, director, or other person, irrespective of title or position, has authority to alter the at-will status of position holder’s employment or enter into any employment contract for a definite period of time with position holder. Any agreement with position holder altering position holder’s at-will employment status must be in writing and signed by position holder and NAFOA’s Executive Director.

ATTACHMENT A

REMOTE OFFICE LOCATION

Home Office Generally

This position offers the flexibility inherent in working from home. To offer this benefit NAFOA expects and considers it to be a job requirement that the Policy Specialist create a workspace (“home office”) in his/her dwelling conducive to performing his/her duties on behalf of NAFOA.

The Policy Specialist is responsible for (i) basic office furniture costs, (ii) the rent and utilities of the home attributable to the office, and (iii) other general supplies to perform the work.

Phone and Internet

The success of this position is founded on the use of the Internet and the telephone. Consequently:

- NAFOA will provide the Policy Specialist with a cellphone and laptop computer for his/her use at home or travel, and an external hard drive to be used for backing-up all NAFOA related files of any nature and type.
 - Policy Specialist shall provide the Executive Director or his designee the user name(s) and passcode(s) for all telephonic, computer, printing, copying, scanning, faxing and/or similar equipment and application programs, websites and all other user name and/or passcode access controlled sites related to any and all NAFOA provided equipment and/or software at the time any such information is first established or changed. This provision of access-related information shall be a continuous and ongoing duty; and essential job function.
- The Policy Specialist may use the NAFOA provided cellphone for personal use that does not cause any additional charges to NAFOA. Outgoing messages or voicemail messages must clearly and professionally indicate the Policy Specialist’s role with NAFOA and the ability for someone to leave a message for the Policy Specialist in this capacity.
- The Policy Specialist will be responsible for backing up his/her computer files at least once a calendar month on the hard drive that NAFOA provides, and storing that hard drive in a safe place. In addition, the Policy Specialist will have a NAFOA email account that automatically receives and forwards all emails sent from or received by the Policy Specialist’s NAFOA email address. Periodically and at least quarterly, the Policy Specialist must send him/herself and his/her supervisor a compressed file of his/her NAFOA hard drive to his/her respective NAFOA email accounts, that will serve as a backup in case of a local disaster.
- NAFOA’s remote working office environment is functional thanks to many tools and protocols the Organization has adopted. This position requires regular communication with the Executive Director or other Executive Director designee, fellow colleagues and NAFOA staff, NAFOA Partners, member Tribes, suppliers, vendors, consultants, contractors, and others via email, telephone, conference calls, web conferencing, website posting, blogs, wiki participation, and instant messaging; as well as other forms of communication which may become available in the future. As part of the Policy Specialist’s employment with NAFOA, the Policy Specialist will need to become familiar and comfortable with using these communication options in order to facilitate an effective working environment for all.