



Growing Tribal Economies  
Strengthening Tribal Finance

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## POSITION DESCRIPTION

<b>TITLE:</b> (working title)	Senior Policy Advisor
<b>CLASSIFICATION:</b>	Full-time; exempt
<b>WORK ENVIRONMENT:</b>	Home office; some required travel
<b>REPORTING:</b>	Reports to Board of Directors and 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 Senior Policy Advisor (“SPA”) is responsible for both managing and supervising the legislative and economic policy practice areas of NAFOA’s operation.

As a manager the SPA will make essential decisions that affect all aspects of NAFOA’s legislative policy practice area, including the formulation, development and advocacy of federal Indian policies in the fields of tax, finance, investment, banking, infrastructure, and common sectors such as energy, gaming, and government contracting, as well as issues related to land use, among others.

As a supervisor the SPA will supervise the subordinate policy specialist positions currently titled, “Policy Specialist” and “Economic Policy Specialist,” and such other positions as assigned or directed by the Executive director.

In addition to his or her supervisory duties, the SPA will participate in 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**

- Manage NAFOA's policy practice area.
- Supervise NAFOA's policy practice area.
- Direct, supervise and manage the activities of individuals holding the positions of Policy Specialist, Economic Policy Specialist, and such other personnel as the Executive Director may assign or direct from time-to-time.
- Work with the NAFOA Director of Operations to recruit, screen, interview, hire, onboard, train, and evaluate individuals for the positions of Policy Specialist, Economic Policy Specialist, and such other personnel as the Executive Director may assign or direct from time-to-time; all subject to final approval by the Executive Director or his or her designee.
- Remain current regarding major legislative actions, events, key issues, and legislation and other written status reports on key federal issues and legislation that arise from time-to-time, all as related to Indian country and Indian affairs generally.
- Consistently and persistently develop and maintain personal relationships with members of Congress and/or their respective staffs in the Washington D.C. area.
- Monitor 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.
- 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 federal and non-federal agencies with Native American-related programs, regarding relevant current and future federal policies, issues, grant opportunities, and regulations.
- Attend, participate in, and/or testify at Congressional hearings, meetings and similar events as needed and appropriate.
- Consistently and persistently develop and maintain personal relationships with leaders of NAFOA Member tribes, and thought leaders of prominence in Indian country.
- Attend and help organize policy activities such as hearings, congressional briefings, and other Hill activities.

- 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 to the Executive Director 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.
  - 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.
  - 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 NAFOA'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, CPA 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).
- Five (5) 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

SPA must live in the greater Washington D.C area.

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 SPA create a workspace (“home office”) in his/her dwelling conducive to performing his/her duties on behalf of NAFOA.

The SPA 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 SPA 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.
  - SPA shall provide the Executive Director or his/her 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 SPA 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 Communications Director’s role with NAFOA and the ability for someone to leave a message for the Communications Director in this capacity.
- The SPA 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 SPA will have a NAFOA email account that automatically receives and forwards all emails sent from or received by the SPA’s NAFOA email address. Periodically and at least quarterly, the SPA 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(s), 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 SPA's employment with NAFOA, the SPA will need to become familiar and comfortable with using these communication options in order to facilitate an effective working environment for all.