



Title: **Policy Specialist**  
Location: **Home office; travel required**

Classification: **Full time, exempt**  
Reports To: **Director of Policy**

### **About NAFOA**

NAFOA was founded over 40 years ago as the Native American Finance Officers Association to highlight the role of Tribal finance in fostering economic opportunities. Over the last four decades, NAFOA has grown alongside Tribes, becoming advocates of sound economic and fiscal policy and developers of innovative financial management training programs to build the skills of the next generation. Semiannually, NAFOA convenes Tribal leadership, experienced professionals, and economic partners to meet the challenges of economic growth and change.

### **Overview**

The Policy Specialist reports to the Director of Policy. The position plays a crucial role in advancing Tribal economies and strengthening Tribal finance through research, analysis, and advocacy at the federal level. The Policy Specialist conducts comprehensive research on federal policies affecting Tribal economies, analyzes proposed legislation and regulations, and assesses their potential impact on Tribal governments and enterprises. The Policy Specialist contributes to technical policy briefs, position papers, and educational materials while maintaining strong relationships with partner organizations across Indian Country to advance shared policy objectives. This role requires knowledge of federal Indian law, Tribal sovereignty, and economic policy, combined with excellent analytical and writing skills. The ideal candidate will contribute to NAFOA's mission by monitoring policy developments, drafting public comments and testimonies, and supporting Tribal governments in understanding and responding to federal policy changes that affect their economic and financial sovereignty. Success in this position demands both technical expertise in Tribal economic policy and the ability to build effective relationships with diverse stakeholders across government, Tribal organizations, and financial sectors.

### **Responsibilities**

Conduct in-depth research and analysis on federal policies, legislation, and regulations affecting Tribal economic development, taxation, financial management, and sovereignty issues.

Draft content for policy briefs, position papers, testimonies, and other written materials to communicate NAFOA's stance on key Tribal economic and financial policy matters to various stakeholders, including Congress, federal agencies, and Tribal governments.

Monitor and analyze proposed federal legislation and regulatory changes that may impact Tribal economies, providing detailed impact assessments and recommendations for NAFOA's response.

Track and report on policy developments and initiatives from other Tribal organizations, maintaining strong working relationships with partner organizations to advance shared policy objectives.

Support the Policy Director in preparing materials for NAFOA conferences, board meetings, and other events, including presentation decks, briefing documents, and educational resources. The position requires attendance and support for all NAFOA conferences.

Support the Policy Director in preparing materials for NAFOA's advisory role to the Treasury Tribal Advisory Committee.

Plan and support policy webinars, in-person sessions, and events for member Tribes, Tribal leaders, Tribal government staff, and others on pertinent policy initiatives of NAFOA

Plan and develop NAFOA communications on policy matters in alignment with internal processes, standards, and deadlines. Position works closely with the NAFOA's communications team to share information effectively and in a timely.

Support the planning, development, and implementation of the NAFOA conferences and event agendas, and support the team through various activities related to conferences and events

### **Work Hours**

This position requires 40 hours per week, Monday – Friday from 8:00 am – 5:00 pm Eastern Time. The position may be located anywhere in the United States, but will require the ability to be available and reachable (via email, chat, Zoom, phone, and other communication methods) during work hours in the Eastern Time Zone. Preference will be given to candidates in the Washington, DC area.

### **Compensation & Benefits**

Compensation will be commensurate with skills, qualifications, and work experience. The starting annual salary range for this position is \$65,000-\$75,000, commensurate with experience. The position is eligible for employee benefits offered by NAFOA, including PTO; Health, Dental, and Vision Insurance Plans; and an Individual Retirement Account (IRA).

### **Work Environment**

This position is part of a remote team and requires maintaining a home office and being available during work hours. The position will require some travel to on-site meetings, conferences, and in-person events.

### **Minimum Qualifications**

- Bachelor's degree in Public Policy, Economics, Law, Political Science, or related field
- 3 years of experience in policy analysis, research, or a related field
- Strong understanding of federal Indian law and policy, Tribal sovereignty, and Tribal economic development
- Excellent analytical and research skills with the ability to synthesize complex information
- Outstanding written and verbal communication skills
- Experience writing policy briefs and technical documents
- Proficiency in Microsoft Office Suite and policy research tools

### **Preferred Skills**

- Strong analytical and critical thinking skills
- Excellent project management and organizational abilities
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy
- Effective interpersonal and networking skills
- Ability to manage multiple projects and meet deadlines
- Cultural competency and sensitivity to Tribal issues

### **Terms of Employment**

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, 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 a position holder’s employment or enter into any employment contract for a definite period of time with a position holder. Any agreement with a position holder altering the position holder’s at-will employment status must be in writing and signed by the position holder and NAFOA’s Executive Director.