



National Congress of American Indians

1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

POSITION DESCRIPTION

General Counsel

Position Name: General Counsel
Category: NCAI
Open Date: Tuesday, September 13, 2022
Organization: National Congress of American Indians and NCAI Fund
Location: Washington, DC/Hybrid

ABOUT NCAI

Founded in 1944, the National Congress of American Indians (NCAI) 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. We promote a better understanding among the public regarding American Indian and Alaska Native governments, peoples, and their indigenous rights. The NCAI Fund is the affiliated 501c3 education arm of NCAI.

ABOUT THIS POSITION

NCAI is a leader in policy surrounding issues that impact tribal governments and individual Indians. The organization provides essential information and education on key policy initiatives, enhances coordination and consultation with tribal governments, and leads efforts to unite tribal advocates to promote progressive, proactive Indian policy. This role includes providing legal counsel to the executive director, board of directors, and other senior management.

RESPONSIBILITIES:

The General Counsel is the head of the National Congress of American Indians legal department and is responsible for the legal affairs of the entire organization. General Counsel must possess strong initiative, as well as excellent management and leadership skills and strong business acumen. The General Counsel serves under the general oversight of the Executive Director. Will participate in or provide oversight of major or routine legal actions as assigned. Perform all administrative and management functions which are required as General Counsel including staff management and strategic planning.

In collaboration with Executive Committee for the NCAI and the Board of Directors for the NCAI Fund, the primary responsibilities of the Overseer or provide supervision of legal staff in consulting with internal departments and divisions.

1. Develop and lead legal strategy to promote and protect NCAI.
2. Develop and lead internal audit and corporate compliance programs.
3. Oversee delivery of legal services and resources to accomplish NCAI goals, strategies, and priorities.
4. Maintaining proper organizational interactions with the relevant local, state and federal governmental bodies, and legislatures.
5. Advising the Executive Director and Board of Directors on a variety of issues.
6. Participating in the formulation of general management policy as a member of the executive management team.
7. Provide review of legal documents as needed.
8. Assist or participate in major legal actions.
9. Assist with skills development for all supervised staff.
10. Provide representation at meetings, boards, committees, or agencies as assigned.
11. Provide employee training on matters of law, as needed.
12. Assist with hiring and scheduling of staff
13. Other duties as assigned.

JOB REQUIREMENTS:

1. Juris doctor (JD) and an applicable state license to practice law are required.
2. Must be licensed to practice law in the District of Columbia.
3. A minimum of 10-15 years' relevant work experience with proven leadership experience as General Counsel
4. Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations.
5. Strong working knowledge of Congress, the Administration and the role of states and tribes, and knowledge of policy issues relevant to tribal nations.
6. Passion for advancing the needs of Tribes, tribal citizens, and their communities
7. Seasoned experience and understanding of political environments, process, protocols, and relationships
8. Possess expertise or experience in most if not all areas of Indian law including Federal Indian law, Indian Health Service, Indian Child Welfare Act, environment and natural resources, minerals and land management, criminal law/law enforcement, housing, public relations, self-governance, probation services, community service project, NAGPRA, taxation, HIPAA compliance, defense of subpoenas, compact negotiations, and intellectual property.
9. Possess excellent overall management skills related to administration of a legal department office, budget, and support staff.

Salary and Benefits: This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, paid time off, etc.). Salary commensurate with experience and education.

Job location: NCAI's Washington, DC office/Hybrid at 1516 P St, NW Washington, DC 20005

To Apply

Please submit a cover letter, resume, brief writing sample (no more than 2 pages), and the name, email address and contact information of three references, by email to Ron Teliszczak, HR Director at rteliszczak@glitc.org.

Organization Web Site: <https://www.ncai.org>

This position is open until filled