



## National Congress of American Indians

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

**Position Name:** Policy Lead

**Reports To:** Director of Policy & Legal and/or Designee

### **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 general public regarding American Indian and Alaska Native governments, peoples, and rights.

### **ABOUT THIS POSITION**

NCAI is a national leader in policy and government relations concerning issues impacting Tribal Nations and peoples. 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 federal Indian policy. NCAI also manages several grants to enhance relationships between tribal governments and federal, state, and local governments to better meet the needs of tribal citizens and uphold the government-to-government principles that are essential to the autonomy of tribal governments. The Policy Lead will support the policy and advocacy functions of NCAI by covering a portfolio of topics related to the individual's education, experience, and the organization's needs.

Portfolio areas include, but are not limited to:

- Appropriations and Federal Budget
- Cultural Resources
- Economic development
- Education
- Emergency Management
- Environmental Sustainability and Natural Resources
- Governance
- Health
- Infrastructure
- Public Safety
- Veterans

### **DUTIES AND RESPONSIBILITIES**

Under the direction of the NCAI's Director of Policy & Legal and/or Designee carrying out the primary duties of the Policy Lead, include but are not limited to:

- Leading NCAI's work with leaders, NCAI staff, and partners to develop and drive a national, consensus-based Indian Country policy agenda that supports and advances the portfolio area(s) assigned to the Policy Lead.
- Developing and maintaining relationships with Congressional and Administration contacts that are necessary to further the overall mission and responsibilities of NCAI and Indian Country's national policy agenda in the portfolio area(s) assigned to the Policy Lead, including interaction with federal partners, national and regional organization partners, constituent inquiries, and correspondence.
- Developing and maintaining close working relationships with NCAI's coalition partners to facilitate the advancement of Indian Country's national policy agenda in the portfolio area(s) assigned to the Policy Lead.
- Monitoring and analyzing legislation, regulations, and other materials related to policy affecting Indian Country.
- Within the policy team, leading on the portfolio area(s) assigned to the Policy Lead including developing resources, talking points, and reports.
- Assisting in researching and drafting Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents.
- Developing Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents.
- Update and maintain information on the NCAI website.
- Perform grant activities as requested.
- Additional projects and tasks, as required.

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- Knowledge in one or more subject areas (e.g., one or more portfolio areas) of policy issues, including policy areas that relate to tribal governments.
- Strong working knowledge of Native American culture and the 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.
- Excellent problem solving and negotiation skills.
- Ability to effectively collect, analyze, organize, distill, and present information.
- Ability to represent NCAI in a professional manner.
- Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations.
- The ability to articulate an agenda and develop a plan to advance policy priorities within issue areas, as assigned.
- Strong writing, interpersonal, communication, and organizational skills.
- The ability to take direction, work independently, and take initiative within areas of responsibility while working in a team-oriented environment.
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment.
- The ability to travel in order to staff NCAI's three major conferences that take place each calendar year.

## **JOB REQUIREMENTS**

- Bachelor's degree in public policy/government, Native American Studies, Economic Development related fields, or a related field preferred. Substantive work experience may substitute for a degree. Law degrees and advanced degrees are not required but are a plus.
- Four or more years of experience working on federal Indian policy and/or with American Indian/Alaska Native tribal governments.
- Four or more years of experience in federal policy advocacy, working with Congress and the Administration.
- Strong administrative and organizational skills including demonstrable proficiency with Microsoft Office tools and/or Google Workspace.
- Strong writing, interpersonal, communication, and organizational skills.

## **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 NCAI 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**

Policy Leads may work remotely if willing to travel to D.C., however, additional consideration will be given to candidates willing to live in the greater Washington, D.C area.

## **APPLICATION PROCEDURE**

Applicants should send their resume, a brief writing sample, three references, and a cover letter by email to [jobs@ncai.org](mailto:jobs@ncai.org).