



NACA

Native American Contractors Association

NATIVE AMERICAN CONTRACTORS ASSOCIATION (NACA)

Position Description

Overview

Title: Legislative Director

Functions: Senior advisor regarding the policy, regulatory, and legislative activities of the Executive, Legislative, and Judicial branches of government. Develops and directs NACA's advocacy programs and initiatives. Works closely with the Executive Director and Policy Committee to formulate, recommend, and execute advocacy and lobbying actions.

Position Information: Full time, exempt

Reports to: NACA Executive Director

Location: Washington, DC

Salary Range: Based on experience; consistent with equivalent position for nonprofits in the Washington, DC Metro area.

Duties and Responsibilities

- Plans and conducts major legislative, regulatory, and judicial studies/projects that encompass a wide range of politically sensitive issues with wide scope and impact on Native contractors.
- Analyzes legislation and federal agency documents to advise the Executive Director regarding anticipated activity, relative priority and strategy.
- Reviews legislation and prepares findings that explain the impact on Native contractors.
- Develops and maintains congressional and agency contacts needed to further the overall mission and responsibilities of NACA including responses to congressional questions, constituent inquiries, and correspondence involving proposed or pending legislation or agency activities, among others. Ensures such requests are handled in an effective and timely manner.
- Develops and maintains close working relationships with Native organizations and other interest groups.
- Develops and maintains appropriate systems and procedures to track the status and content of pending legislation affecting Native contractors.
- Drafts and coordinates a comprehensive review of new legislation, amendments to pending legislation, amendments to existing laws, and approaches to oversight issues.
- Produces comprehensive written documents such as: testimonies, statements, letters, briefings, presentations, advocacy packets, and other informational materials.
- Produces a monthly summary of legislative and policy developments and advocacy update. Produces legislative blasts as needed or requested to update NACA's membership.



Native American Contractors Association

- Drafts briefings and presentations that illustrate the impact of legislation and regulatory proposals on Native contractors, along with advice and recommendations to management.

Skills, Knowledge and Abilities, Related Experience

- Able to work unsupervised, prioritize workload, and make independent decisions. Also able to work as a functioning part of a close knit team.
- Legislative and management experience, with a thorough knowledge of the federal legislative process. Ability to analyze and evaluate information, including legislative proposals, legislative reports, and testimony.
- Results-oriented problem solving skills, a motivated self-starter, and demonstrated acumen for managing workflow in a dynamic, multi-tasked environment.
- Strong management and organizational development skills; the ability to handle stress and work in a fast-paced environment. The temperament to communicate with a variety of personalities in a pleasant and professional manner.
- Excellent oral and written communications skills, with the ability to analyze and concisely summarize complex legislative and regulatory information and present it to a broad spectrum of audiences and personalities. Communication skills must also include knowledge of proper grammar, good vocabulary, spelling and proofreading skills.
- Able to travel, sometimes on short notice, for week-long travel durations.
- Able to work occasionally on weekends; or work from off-site locations to include telework.
- Highly sensitive to protecting confidential and proprietary information.
- Proficient in the broad spectrum of Microsoft- and/or MAC-based Office programs, especially word processing and spreadsheets.
- Four-year college degree.

Preference will be given to candidates with:

- Knowledge of Federal Indian Policy, Native community economic development issues, small business and government contracting policy.
- Experience living in and working with Tribes, Alaska Native Corporations or Native Hawaiian Organizations.
- Juris Doctor, Masters of Public Policy preferred.

How to Apply. Please send a cover letter and resume to Mike Anderson by email: Keawe@nativecontractors.org. The email subject line should be "NACA LD." Your cover letter MUST state your salary requirements for your application to be considered.

Fair Labor Standards Act Status: Salaried/Exempt. The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a



NACA

Native American Contractors Association

written or implied contract of employment. As this is a salaried position, it may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties. Reasonable accommodations may be made to enable individuals with disabilities to meet these qualifications.

Position Description Approval

By NACA Executive Director

I have reviewed and approve this position description.

Michael G. Anderson

July 19, 2017

By Employee

I have reviewed and accept this position description

_____ Signature

_____ Date

