



LEGISLATIVE DIRECTOR

Job Title:	Legislative Director	Review Date:	Annually based on hire date
Reports To:	Executive Director	FLSA Status:	Exempt

POSITION SUMMARY

The NIEA Legislative Director position builds support for the advancement of Native education policy by working with key stakeholder groups, coalition partners, and policy makers in the federal government. This position works closely with the Executive Director in the development of policy positions and legislative initiatives and assists in managing the office's legislative staff. This position is responsible for NIEA's overall advocacy efforts to move Native education forward.

ESSENTIAL FUNCTIONS

The essential functions of this position, include, but are not limited to the following:

- Develop and implement advocacy priorities and initiatives concerning federal policy and legislation.
- Attend policy-related meetings, conferences, workshops, forums, and other pertinent presentations to expand NIEA outreach and networking capabilities.
- Develop briefing papers, talking points, comments, testimony, articles, etc. to clarify and advance NIEA's national policy agenda and membership resolutions.
- Build relationships and networks with key stakeholders including tribal governments, Native education advocates, governmental agencies, and Administration and Congressional policy staff.
- Analyze and synthesize research (or supplemental information) for developing stances to proposed and existing policies and legislation that are national in scope.
- Provide oversight and guidance to Washington D.C. office staff.
- Additional duties as necessary.

QUALIFICATIONS

- Bachelor's degree in public policy, government relations, education, or related field preferred; Master's degree desired but not required.
- At least 3 years of direct policymaking or advocacy experience, legislative background preferred.
- Knowledge and passion for furthering the mission of NIEA and a commitment to Native students and enhancing their educational opportunities.
- Demonstrated ability to build and maintain collaborative relationships with a variety of stakeholders including policy makers, local advocates, tribal governments, and educators regarding various education issues.
- Excellent written and verbal communication as well as interpersonal, public speaking, and presentation skills.
- Knowledge of and experience working with tribes, Native communities, and national Native and civil rights organizations.
- Proven ability to work in team environment while demonstrating capacity to solve problems independently and address concerns in a timely and accurate manner.

CONTACT

Please submit your resume, cover letter, and three professional references to niea@niea.org. The position offers a competitive salary, commensurate with relevant education and work experience. Application review date: Oct 31, 2019.