National Indian Health Board

Director of Congressional Relations
Job Description

The National Indian Health Board (NIHB), the nation's leading advocate for American Indian and Alaska Native health, seeks highly motivated and uniquely qualified candidates for the position of Congressional Relations Director. The Congressional Relations Director reports to, and works in concert with, the Chief Executive Officer (CEO) and is a member of the Senior Management Team. The Director supervises all Congressional Relations staff members. The position of Congressional Relations Director is a full-time, salaried position located in Washington, DC. The selected candidate for Congressional Relations Director **must** be willing and able to relocate to Washington DC prior to commencing their duties. No exceptions will be granted.

The Congressional Relations Director serves as the organization's lead advocate on Capitol Hill and their work is driven in service to NIHB's mission. The position requires a candidate that possesses a superb combination of relevant political acumen, experience, education, and cultural competency that would adequately prepare one for a critical role at a national, Tribal, advocacy organization. The Congressional Relations Director will have substantial internal and external facing responsibilities grounded in serving the nation's Tribes and advancing NIHB's mission through excellence in strategic advocacy, legislative drafting and tracking, policy analysis, outreach, technical assistance, research, and related projects. The Congressional Relations Director must have a keen understanding of legislative affairs on Capitol Hill, federal treaty obligations to sovereign Tribal Nations, as well as the legal, policy, and political frameworks impacting Direct Service, Self-Determination or Self-Governance Tribes. The ideal candidate would also possess expertise in the Indian health system and mainstream health care delivery systems. The position requires solid organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to strengthen healthcare access and public health services and infrastructure. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills, and a proven track record in achieving measurable advancements in health policy and programs.

Duties and responsibilities of this position include, but are not limited to the following

- Lead development, implementation, and evaluation of legislative strategy on Capitol Hill towards implementation of NIHB's Legislative and Policy Agenda
- Work directly with NIHB member organizations, Tribes, Tribal organizations, and NIHB's Policy Center staff to create annual Legislative and Policy Agenda
- Build strong and trusting working relationships with legislators and staff from across the political spectrum to advance Tribal healthcare and public health legislative priorities
- Establish new and strengthen existing direct lines of communication with Tribal technical experts, policy experts, and government affairs staff to gather and synthesize Tribal healthcare and public health legislative priorities, challenges, and opportunities

- Facilitate the research, analysis, drafting, and editing of legislation to advance top Tribal health policy priorities under a variety of topical areas including but not limited to appropriations, budget, Medicare/Medicaid, public health, behavioral health, health systems, and data and research
- Lead the drafting of congressional testimony, comments, letters, and other documents in close collaboration with Tribal stakeholders as needed
- Prepare and deliver legislative briefings to NIHB's Board of Directors, member organizations, and Tribal and external partners as requested
- Provide technical policy support to Tribal Leaders for their participation in national Tribal listening and consultation sessions
- Design and maintain clear and measurable systems for tracking progress on legislative priorities
- Provide consistent education and information to Capitol Hill regarding the Trust responsibility, Tribal sovereignty and policies impacting American Indian and Alaska Native health on a non-partisan basis
- Provide technical support to Tribal leaders on the Department of Health and Human Services (HHS) Secretary's Tribal Advisory Committee and other federal Indian health advisory committees
- Engage in strategic and focused coalition-building with national advocacy organizations working in the arena of healthcare and public health
- Work diligently to strengthen health status and systems for both Direct Service, Self-Determination, and Self-Governance Tribes
- Generate grassroots support to advance NIHB's Legislative and Policy Agenda
- Provide leadership in planning and securing speakers for NIHB's national conferences
- Participate in national conferences as a representative of NIHB, including travel, public speaking, workshop presentations and collaboration
- Other duties as assigned

Requirements

- Minimum 5 years of experience on Capitol Hill (committee or personal staff), or as a legislative/government affairs director with a national advocacy organization, or some combination thereof, required
- Minimum 3 years of experience working directly at or with Tribal governments and Tribal organizations required
- Extensive knowledge of, and expertise working in, federal Indian policy required; expertise in Indian health policy strongly preferred
- Flexibility to work long hours driven by legislative agenda on Capitol Hill
- Bachelor's degree in Political Science, Economics, or related field. Advanced degree in these or related fields preferred
- Must be an exceptional writer with excellent public speaking skills and experience
- Minimum of 3-5 years of experience managing professional staff required
- Travel required up to 25% of time
- Experience leading or supporting conferences

To Apply

To be considered, application materials must include:
1. Current Resume or CV;
2. Cover letter expressing why you would like to work with NIHB and what specifically qualifies you for this position;
3. Current salary; and
4. Three professional references.

All application information will be held in strictest confidence. *Application packages that fail to include the information outlined above will not be considered*.

Send your application in one PDF to: jobs@nihb.org

Applications are reviewed on a rolling basis until a qualified candidate is secured.

About NIHB

Established by the Tribes in 1972 to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, NIHB seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for American Indians and Alaska Natives.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

This position is located in Washington, D.C.