

Protecting the rights of Indigenous Peoples to create economic development through government contracting

Deputy Director of Government and External Affairs

Location: Washington, D.C.

Employment Type: Full-time, exempt

Salary Range: \$155,000–\$175,000

Reports To: Executive Director

About NACA

The Native American Contractors Association (NACA) is a national 501(c)(6) trade association representing Tribally owned businesses, Alaska Native Corporations, and Native Hawaiian Organizations engaged in federal contracting.

NACA works to protect and promote Native federal contracting and advance economic self-determination through engagement with Congress, federal agencies, the Administration, and other stakeholders.

Position Summary

NACA seeks an experienced professional to serve as Deputy Director of Government and External Affairs. This position will drive NACA's federal legislative and regulatory advocacy while supporting the organization's external communications, coalition-building, membership engagement, and public outreach.

The Deputy Director will work closely with the Executive Director, NACA's Board of Directors, members, outside consultants, federal policymakers, and partner organizations. The successful candidate will possess a strong understanding of Congress, federal agencies, the legislative and regulatory processes, and federal contracting policy.

The position requires someone who can independently manage complex policy matters, build trusted relationships with senior government and industry stakeholders, and clearly communicate NACA's priorities to a wide range of audiences.

Primary Responsibilities

Government Affairs and Advocacy

- Support NACA's federal legislative and regulatory advocacy efforts.
- Develop and implement strategies to advance NACA's policy priorities before Congress, the Administration, and federal agencies.

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- Monitor and analyze legislation, regulations, executive actions, agency guidance, litigation, and other developments affecting Native federal contractors.
- Draft congressional testimony, regulatory comments, policy memoranda, letters, talking points, legislative language, and other advocacy materials.
- Build and maintain relationships with congressional offices, federal agencies, Administration officials, Tribal organizations, industry associations, and other stakeholders.
- Coordinate congressional and agency meetings, briefings, roundtables, fly-ins, and other advocacy activities.
- Identify emerging policy issues and provide timely strategic recommendations to the Executive Director and Board.
- Represent NACA in meetings, coalitions, conferences, and public policy discussions.

External Affairs and Communications

- Support NACA's external communications strategy and ensure that its public messaging aligns with its policy objectives.
- Draft and review press releases, member updates, newsletters, public statements, social media content, and other communications.
- Translate complex legislative and regulatory issues into clear, accessible materials for NACA members and external audiences.
- Coordinate with NACA's outside government relations, legal, and communications consultants.

Membership and Organizational Leadership

- Serve as a senior member of NACA's leadership team and assist the Executive Director with organizational strategy and operations.
- Provide policy updates and recommendations to NACA's Board of Directors, committees, and membership.
- Engage directly with members to understand their policy priorities and the effects of federal actions on their businesses and communities.
- Assist with planning and executing NACA conferences, policy summits, fly-ins, member meetings, and other events.
- Support coalition-building and partnerships with Tribal, Native, small business, and federal contracting organizations.
- Help supervise staff, consultants, and projects as assigned by the Executive Director.
- Perform other duties necessary to advance NACA's mission and organizational priorities.

Qualifications

- Significant (5+ years) professional experience in public policy, congressional relations, regulatory affairs, federal government affairs, or a related field.

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- Strong understanding of Congress, federal agencies, and the federal legislative and regulatory processes.
- Demonstrated ability to develop and execute successful advocacy strategies.
- Excellent research, policy analysis, writing, editing, and verbal communication skills.
- Experience preparing testimony, regulatory comments, policy memoranda, briefing materials, and external communications.
- Ability to manage multiple high-priority matters in a fast-moving policy environment.
- Strong professional judgment and the ability to work independently with senior government, Tribal, corporate, and association leaders.
- Experience building coalitions and maintaining relationships with diverse stakeholders.
- Bachelor's degree preferred; advanced degree or comparable professional experience preferred.

Preferred Qualifications

- Experience with federal procurement, small business contracting, the SBA 8(a) Business Development Program, or related acquisition policies.
- Experience working on Tribal, Alaska Native, Native Hawaiian, or federal Indian policy matters.
- Prior experience working in Congress, a federal agency, a trade association, Tribal government, Native-owned enterprise, law firm, or government relations firm.
- Existing relationships with congressional offices, federal agencies, Tribal organizations, or federal contracting stakeholders.

Compensation and Benefits

NACA offers a salary range of \$155,000–\$175,000, depending on experience and qualifications, along with competitive health, retirement, paid leave, and other benefits.

How to Apply

Interested candidates should submit a resume and cover letter to Quinton Carroll at qcarroll@nativecontractors.org. Applications will be reviewed on a rolling basis until the position is filled.

NACA is an equal opportunity employer.