

National Congress of American Indians
1516 P Street, NW, Washington, D.C. 20005 - 202/466-7767

**JOB ANNOUNCEMENT: [Policy Research & Evaluation Manager](#)
(Policy Research Center)**

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 government-to-government policies, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people, and rights. For more information, visit the NCAI website at www.ncai.org.

ABOUT THIS POSITION

NCAI's Policy Research Center (PRC) advances national strategy to support NCAI's efforts to strengthen tribal governance and to carry out our mission – to provide tribal leaders with the best available knowledge to make strategically proactive policy decisions in a framework of Native wisdom that positively impact the future of Native peoples. The PRC's four areas of work include: 1) Data Quality & Access; 2) Research Regulation & Impact; 3) Synthesis, Dissemination, & Translation of research and information; and 4) Leadership & Network Development. The Policy Research & Evaluation Manager will support the PRC Director in ensuring the sustainability of the Policy Research Center by coordinating research and evaluation strategy; managing existing federal and private grants; developing new grant programs; analyzing research and policy data and writing briefs; coordinating tribal research forums; liaising with tribes, tribal organizations, federal partners, and researchers; and other tasks as needed. As an NCAI staff member, the Policy Research & Evaluation Manager will also be expected to participate in supporting NCAI's efforts to convene tribal leaders several times a year.

JOB REQUIREMENTS:

Employee must possess:

- A Bachelor's degree or equivalent;
- Three or more years of experience working in tribal/Native policy and/or research contexts;
- Demonstrated research and evaluation experience;
- Demonstrated grant writing and grant management experience;
- The ability to articulate a vision for using research to strengthen tribal governance;
- Strong interpersonal, communication and organizational skills;
- Positive attitude and ability to adjust to changing priorities and growing responsibilities;
- The ability to take direction and work independently, taking initiative within areas of responsibility, as well as providing leadership and direction while working in a team-oriented environment;
- Experience with and enthusiasm for working in a fast-paced, dynamic, and high pressure environment;
- Precision and attention to detail; and

The ideal candidate will also possess:

- Three or more years' experience in federal policy advocacy, working with Congress and the Administration;

- Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, Congressional staff, federal agencies, and non-governmental organizations;
- An aptitude and passion for writing for community dissemination;
- Some experience or interest in developing online content and tools (e.g., infographics, databases, webinars, and training); and
- A Masters or professional degree in public policy/administration, education, health, law, or a related field.

DUTIES/RESPONSIBILITIES:

Under the direction of the NCAI Policy Research Center Director, the primary duties of the Policy Research & Evaluation Manager include:

- Work with the Policy Research Center Director to establish and coordinate research and evaluation strategy;
- Manage up to three federal and/or private grants, which includes overseeing budget and program deliverables;
- Source grants and develop grant applications;
- Assist with the coordination of the Annual Tribal Leader/Scholar Forum to bring researchers together with tribal leaders;
- Collect data and develop policy research syntheses, federal comments, policy briefs and reports, and other written documents for online and published purposes;
- Foster strong and positive relationships with tribes, regional and national Native and other policy research organizations, and federal agencies by convening and regularly communicating with partners and stakeholders;
- Work with other members of the NCAI legislative and legal departments to develop policy priorities and implement analytic and advocacy strategies; and
- Assist the NCAI PRC Director with other administrative and substantive duties as assigned.

SALARY AND BENEFITS

This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.). Salary will be determined based on experience.

APPLICATIONS

Position will be located at NCAI's Washington DC offices and is open until filled. Initial application review will include all applications received by December 1, 2013.

To apply, submit a cover letter, resume, brief writing sample and the names of three references, by email (preferred) or mail to:

National Congress of American Indians
 Attn: Malia Villegas
 1516 P St, NW
 Washington, DC 20005
 mvillegas@ncai.org

No phone calls please