



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

## **JOB ANNOUNCEMENT: Policy Analyst**

**Position Name:** Policy Analyst

**Category:** NCAI internal

**Open Date:** 2018-03-19

**Close Date:** 2018-04-20

**Organization:** National Congress of American Indians

**Location:** Washington, DC

**NCAI IS HIRING FOR TWO POLICY ANALYST POSITIONS.**

### **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 tribal-federal government-to-government policies. We promote a better understanding among the general public regarding American Indian and Alaska Native governments, peoples, and rights.

### **ABOUT THIS POSITION**

NCAI is a leader in policy surrounding issues that impact tribal governments and individual Indians. The organization provides essential information and education on key policy initiatives, enhances coordination and consultation with tribal governments, and leads efforts to unite tribal advocates to promote progressive, proactive Indian policy. NCAI also manages several grants to enhance relationships between tribal governments and the federal, state, and local governments in order to better meet the needs of tribal citizens, and uphold the government-to-government principals that are essential to the autonomy of tribal governments. Reporting to the NCAI Director of Government Affairs, the Policy Analyst will manage several NCAI grants, and support the policy and advocacy functions of NCAI, to advance the priorities of tribal governments.

### **JOB REQUIREMENTS:**

Applicants must possess:

- Two or more years of experience in working on Indian policy and/or with American Indian/Alaska Native tribal governments;
- Experience in ensuring an accurate, timely, efficient and transparent process for grants management during the entire grant life cycle, from proposal to close;
- The ability to articulate an agenda, plan and vision for policy areas, as assigned;
- Knowledge of policy issues of relevance to tribal nations;
- Strong writing, interpersonal, communication, organizational, and grants management skills;
- The ability to take direction and work independently, take initiative within areas of responsibility, as well as provide 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; and

The ideal candidate will also possess:

- Two or more years' experience in federal policy advocacy, working with Congress and the Administration;
- Two or more years' experience in multiple grant portfolio management; and
- Demonstrated experience working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations.

**Recommended Education:** A Bachelor's degree in public policy/government, Native American Studies, or a related field preferred. Substantive work experience may substitute for a degree.

**Duties and Responsibilities:**

Under the direction of the NCAI Director of Government Affairs, the primary duties of the Policy Analyst include:

- Build relationships with Congressional and Administration contacts that are necessary to further the overall mission and responsibilities of NCAI, including interaction with federal partners, national and regional organization partners, constituent inquiries, and correspondence;
- Work with other members of the NCAI policy department to develop policy priorities and implement communications and outreach strategies;
- Develop and implement strategies and tactics to advance NCAI policy priorities at the federal level;
- Develop and maintain relations with key partners, networks, coalitions, and organizations critical to the achievement of the organization's legislative agenda;
- Monitor and analyze legislation, regulations, and other materials related to policy affecting Indian Country, as identified by the Government Affairs Director;
- Develop Congressional testimony, legislative analyses and alerts, policy briefs, and other written documents; and
- Develop strong relationships with NCAI partners by convening and regularly communicating with an array of tribes and national, regional, and tribal organizations focused on a broad range of policy priorities;
- Plan, develop, write and submit grant proposals related to priority issue areas; create required reports and manage deliverables for all grant awards; and manage sub-grantees and sub-recipients as needed; and
- Other duties as assigned.

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

**Contact Info:** Position will be located at NCAI's Washington DC offices.

To apply, submit a cover letter, resume, brief writing sample (no more than 2 pages) and the names of three references, by email (preferred) to [Jobs@ncai.org](mailto:Jobs@ncai.org);

or mail to:

National Congress of American Indians Attn: Nicole Hallingstad, 1516 P St, NW Washington, DC 20005

**Organization Web Site:** <https://www.ncai.org>