

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 qualified candidates for the position of Director of Congressional Relations. The Congressional Relations Director reports to and works in concert with the CEO, is a member of the Senior Management Team, and supervises up to 4 Congressional Relations staff members. The Congressional Relations Director position is located in Washington, DC. The Director serves as the organization's lead advocate to Capitol Hill and their work is driven by NIHB's mission.

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

- Advancing Tribal sovereignty and the Federal Government's Trust Responsibility to Tribes for health care;
- Work with NIHB member organizations, Tribes and the policy team to craft annual National Tribal Health Policy and Advocacy Agenda;
- Lead Congressional strategy planning and implementation by advancing Tribal health priorities focused on appropriations, budget and policy impacting American Indian and Alaska Native health;
- Work diligently to strengthen health status and systems for Tribes that operate their health systems under self-determination and those receiving care directly from the Indian Health Service (IHS);
- Provide consistent education and information to Capitol Hill regarding the Trust responsibility, sovereignty and policy impacting American Indian and Alaska Native health on a non-partisan basis;
- Provide timely information to Tribes and stakeholders;
- Generate grassroots support and achieve consensus;
- Provide technical assistance to the IHS Tribal budget formulation workgroup, as they develop their annual budget request for IHS;
- Provide technical support to Tribal members of the Department of Health and Human Services (HHS) Secretary's Tribal Advisory Committee and other federal Indian health advisory committees;
- Assist Tribal Leaders with national Tribal consultation preparation;
- Have, create and maintain strong and effective relationships with both appropriations and authorizing legislators on a bi-partisan basis;
- 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

- 5-7 years of Capitol Hill experience as a Hill staffer (committee or personal staff), as a legislative advocate with national organization or some combination required.
- Bachelor's degree in Political Science, Economics or related field. Advanced degree preferred.
- Must be an exceptional writer with excellent public speaking skills and experience.

- 3-5 years experience managing professional staff.
- Experience and expertise in Tribal health systems, policy and funding preferred.
- Demonstrated experience working with Tribal leaders and Governments required.
- Position requires work hours driven by legislative agenda.
- 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.