

POSITION DESCRIPTION

Job Title:	Manager, Congressional Relations	Classification:	Full-Time, Permanent
Reports To:	Congressional Relations Director		
Location:	Washington, DC (permanent)	Salary Range:	\$60,000 – \$70,000

Position Summary:

The Manager for Congressional Relations works under the supervision of the Congressional Relations Director to support the development, planning and implementation of the legislative priorities of the National Indian Health Board (NIHB).

The key feature of this position is the ability to be an effective policy analyst and advocate in the legislative arena. Effective advocacy relies on several key elements functioning in harmony. Among these are; relationships; communication; the ability to develop and execute a winning political strategy; the ability to envision, plan and create advocacy events; policy analysis and strong issue knowledge; and strong working knowledge of Capitol Hill. The Congressional Relations Manager must demonstrate and high proficiency in each of these areas as well as the ability to effectively utilize these skills in appropriate combination as necessary to advance the legislative agenda. This proactive, high-energy professional is a leader in providing information and action recommendations to NIHB leadership, Indian Country and the Hill, developing, and in contributing to planning and implementing the legislative priorities and strategy for the NIHB. The Congressional Relations Manager must be ahead of the curve with knowledge of legislative developments relevant to American Indian and Alaska Native health policy, including staying abreast of Committee actions, building a reliable network of Hill contacts, timely submission of requests to testify and researching, analyzing and communicating policy developments, their potential impact on American Indian and Alaska Native (AI/AN) health and recommending plans of action to ensure the best possible policy outcomes for Indian Country.

The Congressional Relations Manager must build and maintain effective relationships with NIHB's member organizations, the Tribes and organizations and individuals who are key to advancing the legislative agenda.

Communication skills are essential to the position. Among these are writing congressional testimony; identifying, securing and preparing Tribal Leaders to serve as congressional witnesses; preparing briefing packets to convey NIHB positions to the Hill and other national policy-making entities with diplomacy and reliability; preparation of technical, issue reports and; being the lead writer to prepare congressional testimony, position papers, resolutions, action alerts and policy impact analysis evaluations. He or she will also be proactive about preparing and maintaining fact sheets and other promotional, policy materials for education, outreach and advocacy; prepare memoranda and briefing papers for Tribal Leaders; be involved in ongoing creative processes to improve communication and outreach efforts to both Capitol Hill and

Indian Country, and is responsible for follow through in creating and disseminating effective materials to do so. This includes preparing materials for the web on, at a minimum, a weekly basis, and providing the NIHB Webmaster with materials and assistance necessary to keep the legislative portions of the NIHB website current. Additional communications will be necessary, both written and speaking in arenas such as press outreach, public speaking, organizing events.

The position requires assistance in analyzing and participating in Tribal consultations and caucuses, the Federal budget development process and in preparing appropriations requests.

Travel is required.

This position is based in Washington, DC.

Essential Functions:

1. Informs and advocates for the advancement of AI/AN health policy, budget and appropriations.
2. Provides excellent political strategy based on expert knowledge of Capitol Hill and Indian Country.
3. Builds, maintains and utilizes a vast network of contacts.
4. Researches and prepares analyses on various legislative issues and bills, including appropriations and the budget, related to the provision of health care services to Indian country.
5. Evaluates and analyzes legislation and budget issues and their impact on the provision of health care services in Indian country.
6. Maintains accurate data on health care services and status.
7. Develops and contributes articles for publication to the quarterly NIHB Health Reporter, bi-weekly Washington Report, website and for other venues as needed.
8. Represents the NIHB before the staff members of congressional offices and prepares correspondence to the Hill on a variety of issues.
9. Performs public speaking as needed.
10. Contributes to the NIHB Washington Report and maintains and updates NIHB Legislative Tracker on a bi-weekly basis.
11. Contributes to and manages the creation of materials for Hill packets and other briefing materials as needed, including "Telling our Stories" booklet.
12. Builds, promotes, maintains and utilizes a grassroots database.
13. Communicates information, actions, action alerts and other materials to the NIHB grassroots network.
14. Assists with the preparation of Congressional testimony and writes timely reports about congressional hearings and other meetings as appropriate
15. Maintains legislative portion of the NIHB website, including Legislative/Policy Agenda progress tracking.
16. Provides assistance as requested in planning and implementing the NIHB conferences.
17. Performs other duties as assigned and travel to meetings as needed.

Minimum Job Requirements

Education:

- BS or BA in:
 - Political Science
 - Public Affairs
 - Economics
 - Political Communications

- Health Care Administration
- Business
- Public Administration
- Social Services

Professional Experience:

- At least 2+ years work experience in legislative or policy capacity, preferably on Capitol Hill, either on legislative staff of an elected official, congressional committee, or in the government relations office of an industry or non-profit.
- Experience developing legislation, preparing Congressional testimony, devising legislative strategy, and preparing legislative reports and advocacy materials.
- Knowledge and experience with the federal appropriations process
- Experience in health policy development and analysis;
- Knowledge about the national health care agenda, issues, impacts, and trends, as they relate to American Indians and Alaska Natives;
- Knowledge in fields of health care and social work areas, as related and focused on tribal governments and individual tribal members;
- Creative team player;
- Excellent follow-through and completion of tasks with respect to deadlines;
- Ability to communicate effectively in oral, verbal and written forms;
- Knowledge in research and analysis techniques, particularly as they relate to policy;
- Ability to manage multiple tasks and projects;
- Knowledge and ability to use automated office equipment and software programs;
- Ability to use tact and diplomacy with all sensitive issues and special situations;
- Ability to assist in research of documents, analyze contracts, budgets, and prepare recommendations.

Working Conditions:

- Incumbent must be able to:
- Work in an office environment and structure with both workstations and offices;
- Sit for long periods of time and use a personal computer;
- Retrieve documents from book shelves, file cabinets, etc.;
- Travel via airplanes and automobiles;
- Own and operate personal vehicle and obtain valid liability insurance;
- Work under pressure and deadlines within short time frames; Work after hours, as needed.

HOW TO APPLY:

Interested candidates please, prepare the following information:

- Resume
- Cover letter
- Salary History

Send this information to jobs@nihb.org with your name and the title of the position you are applying for in the subject line. This mission-driven organization welcomes staff dedicated to advancing American Indian and Alaska Native health. If you want to make a positive difference in the health of America's Native Peoples – this is the place for you. Please see www.nihb.org for more information.

Application Deadline: Open until filled.