

**NATIVE AMERICAN CONTRACTORS ASSOCIATION**  
**Job Description**

**Position:** Legislative Director

**Salary Range:** Depends on Experience, Exempt

**Position Information:** Full Time (40 hours per week), year round

**Location:** Washington, D.C.

**Reports To:** Executive Director

**General Function:** Primary responsibilities include developing policy and legislative initiatives; formulating positions on legislative issues; and making strategic recommendations to the Executive Director on legislative and regulatory issues. Works closely with the Executive Director on long-term and short-term legislative planning; monitoring legislative and regulatory activity; researching impact of legislative and regulatory proposals on government contracting, the Small Business Administrations 8(a) Business Development Program, and Native American economic development issues; preparing for Congressional hearings; and tracking judicial issues of interest.

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**Job Duties:** Serves as senior advisor to NACA regarding legislative and oversight activities of Congress, the Executive and Judiciary Branches. Analyzes legislation and Committee documents to advise Executive Director regarding anticipated activity, relative priority and strategy.

Develops and maintains appropriate systems and procedures to track the status and content of pending legislation affecting Native contractors.

Drafts and coordinates a comprehensive review of new legislation, amendments to pending legislation, amendments to existing laws, and approaches to oversight issues.

Produces comprehensive written documents such as: testimonies, statements, letters, briefings, presentations, advocacy packets, and other informational materials.

Plans and conducts major legislative, regulatory, and judicial studies/projects that encompass a wide range of politically sensitive issues with wide scope and impact on Native contractors.

Develops and maintains congressional and agency contacts needed to further the overall mission and responsibilities of NACA including responses to congressional questions, constituent inquiries, and correspondence involving proposed or pending legislation or

agency activities, among others. Ensures such requests are handled in an effective and timely manner.

Develops and maintains close working relationships with Native organizations and other interest groups.

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**Skills, Knowledge and Abilities:** All candidates must possess the following:

Several years of legislative and management experience, and thorough knowledge of the legislative process.

An advanced college degree.

Results-oriented problem solving skills, a motivated self-starter, and possess a demonstrated legislative imagination.

Excellent oral, written and time-management skills and the ability to analyze and summarize complex legislative and regulatory information.

Possess strong organizational, leadership, and staff development skills.

The temperament to communicate with a variety of personalities in a pleasant and professional manner

The ability to handle stress and work in a fast-paced environment.

Experience working for a Native organization, trade association, Congress or similar organization conducting in-depth research and analysis of legislation being proposed, amended, and/or enacted.

Review legislation and prepare findings that explain the impact on Native contractors.

Drafting briefings and presentations that illustrate the impact of legislation and regulatory proposals on Native contractors, along with advice and recommendations to management.

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**Experience Qualifications:**

Required

Ability to analyze and evaluate information, including legislative proposals, legislative reports, and testimony.

Ability to provide work independently, as well as functioning as part of a close knit team.

Excellent written and verbal communication skills, including knowledge of proper grammar, good vocabulary, spelling and proofreading skills.

Good public contact skills and telephone etiquette.

Ability to make decisions and exercise good judgment.

Self-starter able to work under pressure, and prioritize workload independently with minimal supervision.

High degree of sensitivity regarding confidential information.

Proficiency in all Microsoft Office programs, especially in word processing and spreadsheets.

Use of basic office equipment such as telephone, copiers, printers, facsimile, and mailing equipment.

Ability to travel, and occasionally working evenings and weekends.

Preference will be given to candidates with:

Knowledge of Federal Indian Policy, Native community economic development issues, small business and government contracting policy.

Experience living in and working with Tribes, Alaska Native Corporations and Native Hawaiian Organizations.

Experience with, and understanding of, all aspects of managing a department budget.

Juris Doctor, Masters of Public Policy preferred.

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**Fair Labor Standards Act Status:** Salaried/Exempt. The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. As this is a salaried position, it may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties. Reasonable accommodations may be made to enable individuals with disabilities to meet these qualifications.

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**Job Description Approval:**

Employee: \_\_\_\_\_

Signature

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Print Name

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

Date: \_\_\_\_\_