CONGRESSIONAL RELATIONS MANAGER/DIRECTOR

ABOUT THE ORGANIZATION
The National Indian Health Board (NIHB) is the nation’s premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic nonprofit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service.

POSITION SUMMARY
The National Indian Health Board (NIHB) seeks a highly motivated and uniquely qualified candidate to become our Congressional Relations Manager/Director. The position level will depend upon the experience of the selected incumbent. Reporting to the Government Relations Director, the Congressional Relations Director serves as a lead advocate for the organization on Capitol Hill, advancing NIHB’s mission through excellence in strategic advocacy, legislative drafting and tracking, policy analysis, outreach, technical assistance, research, and related projects. This is a full-time, salaried position located in Washington, DC, requiring approximately 25% travel. Selected incumbent is required to live in the Washington, DC-metro area upon commencement of position.

POSITION RESPONSIBILITIES
• Work directly with NIHB member organizations, Tribes, Tribal organizations, and NIHB’s staff to create annual Legislative and Policy Agenda.
• Lead development, implementation, and evaluation of legislative strategy on Capitol Hill towards execution of NIHB’s Legislative and Policy Agenda.
• Build strong and trusting working relationships with legislators and staff from across the political spectrum to advance Tribal healthcare and public health legislative priorities.
• Establish new and strengthen existing direct lines of communication with Tribal technical experts, policy experts, and government affairs staff to gather and synthesize Tribal healthcare and public health legislative priorities, challenges, and opportunities.
• Facilitate the research, analysis, drafting, and editing of legislation to advance top Tribal health policy priorities under a variety of topical areas including but not limited to appropriations, budget, Medicare/Medicaid, public health, behavioral health, health systems, and data and research.
• Lead the drafting of congressional testimony, comments, letters, and other documents in close collaboration with Tribal stakeholders as needed.
• Prepare and deliver legislative briefings to NIHB’s Board of Directors, member organizations, and Tribal and external partners as requested.
• Oversee technical policy support to Tribal Leaders for their participation in national Tribal listening and consultation sessions.
• Provide consistent education and information to Capitol Hill regarding the Trust responsibility, Tribal sovereignty and policies impacting American Indian and Alaska Native health on a non-partisan basis.
• Provide technical support to Tribal leaders on the Department of Health and Human Services (HHS) Secretary’s Tribal Advisory Committee and other federal Indian health advisory committees.
• Engage in strategic and focused coalition-building with national advocacy organizations working in the arena of healthcare and public health.
• Work diligently to strengthen health status and systems for both Direct Service Self-Determination Tribes and Self-Governance Tribes.
• Generate grassroots support to advance NIHB’s Legislative and Policy Agenda.
• Provide leadership in securing speakers for NIHB’s national conferences and participate in national conferences as a representative of NIHB, including creating and presenting relevant workshops.
• Other duties as assigned.

**REQUIREMENTS**

• 5-10 years of experience on Capitol Hill (committee or personal staff), or as a legislative/government affairs manager or director with a national advocacy organization, or some combination thereof, required.
• Minimum 5 years of experience managing and mentoring professional staff required for director level.
• Minimum 3 years of experience working directly at or with Tribal governments and Tribal organizations required.
• Bachelor's degree in Political Science, Economics, or related field required. Advanced degree preferred.
• Extensive knowledge of, and expertise working in, federal Indian policy required; expertise in Indian health policy strongly preferred.
• Keen understanding of legislative affairs on Capitol Hill, federal treaty obligations to sovereign Tribal Nations, as well as the legal, policy, and political frameworks impacting Direct Service, Self-Determination or Self-Governance Tribes.
• Expertise in the Indian health system and mainstream health care delivery systems.
• Solid organizational skills and project management capabilities.
• Proven track record in achieving measurable advancements in health policy and programs.
• Exceptional writing and public speaking skills and experience.
• Experience leading or supporting conferences.
• Flexibility to work long hours driven by legislative agenda on Capitol Hill.
• Ability to travel up to 25% of time.

**HOW TO APPLY**

Qualified candidates are invited to send your cover letter, resume, and three writing samples to jobs@nihb.org. Cover letter must be specific to Congressional Relations Manager/Director role, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should be “Your Name – Congressional Relations Manager/Director.”

Applications are reviewed on a rolling basis until a qualified candidate is selected.

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:
• Medical, dental, and vision coverage with premiums fully covered by NIHB
• 401(k) plan with 10% company match
• Annual leave and sick leave
• Federal holidays