

Job Description:

Director of Policy & Advocacy, National Association of Federally Impacted Schools

The Director of Policy & Advocacy develops the National Association of Federally Impacted Schools (NAFIS) policy priorities and implements strategies to achieve them (policy issues include Impact Aid, appropriations, school infrastructure, ESEA reauthorization, and private school vouchers). The Director of Policy & Advocacy represents NAFIS before the US Congress and the Administration, leads grassroots and grassroots advocacy initiatives, leads outreach to key national organizations, represents NAFIS in high visibility coalitions and conferences, and supports the overall mission of NAFIS.

The Director of Policy & Advocacy reports to the Executive Director and works closely with the Director of Communications and Director of Operations & Conference Services to achieve the organization's goals.

Policy & Advocacy

The Director of Policy & Advocacy leads the organization's policy and regulatory work with Congress and the Administration and engages the NAFIS membership, NAFIS subgroups, and other organizations to achieve NAFIS policy goals.

- Educate congressional staff about, and provide regular technical assistance to them on, Impact Aid
- Cultivate relationships with staff on key committees (i.e. Appropriations, HELP, Education and the Workforce, and Senate Indian Affairs)
- Assist in managing the House and Senate Impact Aid Coalitions
- Analyze legislation and regulations
- Draft legislation and write testimony, regulatory comments to federal agencies and letters of endorsement/support/opposition to legislative initiatives
- Cultivate relationships with the Impact Aid Program and National Engagement Offices at the US Department of Education, as well as Department of Defense Education Activity and Bureau of Indian Education Offices
- Develop reports and membership surveys to support and inform policy initiatives
- Engage NAFIS members and subgroups to achieve policy priorities
- Initiate, track, and follow up on NAFIS member congressional outreach
- Manage NAFIS Action Network, draft action alerts, and develop advocacy training materials, including webinars

Outreach & Partnerships

The Director of Policy & Advocacy cultivates and grows the organization's relationships with key stakeholder organizations and coalitions.

- Educate and develop relationships with policy and government relations staff at key national organizations and coalitions
- Represent NAFIS at coalition meetings and briefings
- Speak at other organizations' conferences and briefings
- Identify opportunities to expand NAFIS visibility with other organizations

Conference Planning

The Director of Policy & Advocacy supports two national conferences a year and organizes briefings, webinars, and the annual Federal Relations Outreach meeting.

- Assist in developing the theme and recruiting speakers for the NAFIS Fall and Spring National Conferences
- Assist in logistical planning and on-site support
- Leads advocacy training and legislative update sessions
- Organize and manage the Federal Relations Outreach meeting
- Organize congressional staff briefings on relevant policy topics
- Organize webinars for NAFIS members on relevant policy topics and Impact Aid technical assistance

Internal Organizational Support

The Director of Policy & Advocacy plays a critical role internal to the organization.

- Coordinate State Chair activities and manage regular communications with NAFIS subgroup leaders
- Analyze data, including developing the Impact Aid payment database
- Interview, hire, and supervise NAFIS interns
- Write newsletter articles, contribute content ideas for reports, and assist in NAFIS publications
- Represent Executive Director as needed

Required Qualifications

- Bachelor's Degree
- 5-10 years of relevant policy or advocacy experience (i.e. Capitol Hill, Executive Branch, association, and/or nonprofit)
- Strong understanding of the legislative process
- Knowledge of K-12 education policy
- Experience influencing policy outcomes
- Experience growing and activating grassroots networks
- Experience participating in coalitions and building strategic relationships with diverse groups and interests
- Ability to synthesize and explain complex policy issues
- Ability to advance policy priorities in a bipartisan capacity and mediate competing interests
- Ability to take initiative and work constructively and cooperatively in a small team environment
- Strong interpersonal skills, and experience building and maintaining positive working relationships
- Excellent written and verbal communication skills and time management skills

Preferred Qualifications

- Master's in Education, Public Policy, or Public Administration
- Familiarity with Impact Aid

- Knowledge of the budget and appropriations process
- Ability to conduct short-term research in policy, programs, and federal legislation
- Experience in data analysis, including ability to create and analyze Excel spreadsheets
- Experience drafting legislative language

Travel

Travel is required approximately 3-5 times per year. Weekend work is required during two conferences a year in Washington, DC.

Salary Range

Salary is commensurate with qualifications and experience.