



## BOARD OF DIRECTORS

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### REPRESENTATIVES

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NATIVE AMERICAN CONTRACTORS ASSOCIATION  
VACANCY ANNOUNCEMENT  
for  
LEGISLATIVE DIRECTOR

**Position:** Legislative Director

**Salary Range:** Depends upon experience, Exempt

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

**Location:** Washington, D.C. (**Position is based in Washington, DC**)

**Reports To:** Interim Executive Director

### **BACKGROUND**

The Native American Contractors Association is a 501(c)6 non-profit organization based in Washington, DC with a membership consisting of small businesses owned by American Indian Tribes, Alaska Native Corporations, and Native Hawaiian Organizations. The mission of NACA is to to enrich self-determination through preservation of government contracting participation based on the unique relationship between Native Americans and the federal government. NACA fulfills the mission by collaborating with Native American community owned small businesses and other stakeholders to protect Native entity-owned contracting rights and access to business development through advocacy and education.

### **JOB DUTIES/RESPONSIBILITIES**

- Work closely with the Managing Consultant/Executive Director to plan and conduct major legislative and regulatory projects that encompass a range of politically sensitive issues with wide scope and impact on Native contractors.
- Serve as an advocate and subject matter expert for NACA's legislative and policy priorities and develop strategic responses on legislative issues.
- Develop and maintain Congressional and Executive Branch contacts needed to further NACA's overall mission and responsibilities.
- Work with NACA Executive Director to develop strategic and timely responses on policy and legislative issues, including, but not limited to congressional questions, congressional proposals, constituent inquires, and matters regarding proposed or pending legislation, rules, regulations, or agency activities, among others.

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- Partner with other national, regional, and statewide Native advocacy organizations, NACA's members, and legislative professionals to implement effective legislative/regulatory advocacy strategies.
- Develop comprehensive written documents such as: testimonies, statements, letters, briefings, presentations, advocacy packets, talking points and other informational materials needed.
- Communicate regularly with members of the Board of Directors including but not limited to, bi-monthly Board of Directors meetings, scheduled Policy Committee Meetings (typically scheduled prior to a Board meeting and on an "as needed" basis), and through written monthly legislative updates.
- Communicate with NACA members through participating in monthly calls NACA has with NACA members' legislative representatives in Washington, DC (DC Reps calls) and through presenting during the NACA Annual Meeting.

### **SKILLS, KNOWLEDGE and ABILITIES**

All candidates must possess the following:

- Ability to plan, conceptualize, organize, motivate, and direct others.
- Results- oriented problem-solving skills, a motivated self-starter, and possess a demonstrated imagination when addressing difficult issues.
- Excellent oral and written communication skills.
- Ability to work in a fast-paced environment.
- Experience working for a Native organization, trade association, Congress of similar organization.

### **Experience Qualifications:**

#### **Required**

- Bachelor's degree in Public Policy, political science, or related field plus 4 years of significant, interrelated work experience.
- Previous experience working on national legislative and policy issues, including experience working with Congress and the Administration.
- A comprehensive understanding of the legislative process and structure of the federal government, including the ability to research and analyze legislation, and develop and execute strategies to achieve organizations goals.
- Knowledge of Federal Indian Policy, Native community economic development issues, small business and government contracting policy.
- Ability to provide work independently, as well as functioning as part of a close-knit team.
- Excellent written and verbal communication skills.
- Ability to make decisions and exercise good judgement.
- Proficiency in Microsoft Office programs, especially in word processing, PowerPoint and Excel.
- Ability to travel frequently and work evenings and weekends as necessary.

#### **The ideal candidate will also have:**

- Experience living in and working with Tribes, Alaska Native Corporations or Native Hawaiian Organizations.
- Good public speaking skills.
- Experience with media relations, training, business development, ad member services preferred.

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- Experience with, and understanding of, all aspects of financial management and budgets.
  - Juris Doctor, Masters of Public Policy, or Master of Business Administration.
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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.

A telecommuting agreement which would permit the employee to work from home, on the road or in a satellite location for part of the work week may be discussed upon hire. NACA considers telecommuting to be a viable, flexible work option when both the employee and the specific job role are suited for such an arrangement. Telecommuting may be appropriate for some employees and specific job roles but not for others. Telecommuting is not an entitlement, it is not a holistic benefit, and it in no way changes the terms and conditions of employment. Any telecommuting agreement made will be executed on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or NACA.

#### **PROCEDURES FOR SUBMISSION**

Interested applicants are invited to submit electronic copies of their resume and cover letter to [Lillian@nativecontractors.org](mailto:Lillian@nativecontractors.org) , Subject: "NACA Legislative Director Position", no later than: Monday, May 16, 2022 at 5:00p pm, EST.

For additional information or clarification, please contact:

Lillian Sparks Robinson

Email: [Lillian@nativecontractors.org](mailto:Lillian@nativecontractors.org),

Phone: (202)352-7167

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