ANCSA REGIONAL ASSOCIATION

POSITION DESCRIPTION

Job Title: Director of Government Affairs	**Location:** Washington, D.C.
Reports to: ARA President	**FLSA Status:** Exempt
Class: Full-Time	**Staff Supervision:** No
Travel Required: Yes	**Salary:** DOE, benefits package included

Summary

The Director of Government Affairs will report to the ARA President. This position will provide vision, leadership and direction for ARA's advocacy strategy around federal policy priorities; monitor congressional and federal regulatory activities; manage communication, outreach and research as it pertains to federal matters that could impact ARA or any of its members. The Director will be responsible for developing and implementing proactive and responsive legislative strategies nationally and communicating and educating contacts about the story of ANCSA. The Director will represent ARA on Capitol Hill, building and nurturing beneficial relationships with Congress, the Executive branch, federal agencies, trade organizations, Tribal entities and other entities as determined.

This position is for someone that works well independently and as part of a small team, which implies that every position at ARA takes on both administrative and senior level responsibilities.

Essential Duties and Responsibilities

- Develops ARA's government relations strategies and policies to protect, promote and grow ARA and member interests.
- Organizes meetings with senior leadership within the Executive branch, members of Congress and appropriate congressional committees of jurisdiction aimed at building and strengthening relationships within the Executive and Legislative branches.
- Executes a coordinated, strategic approach to engaging members of Congress as champions for ARA and its members.
- Develops tracking mechanisms for legislative actions.
- Develops tactics to address and focus on specific legislation.
- Identifies strategic partnerships to promote and support ARA's mission and policy priorities.
- With the ARA President and other relevant parties, develops policy positions and strategies that promote and protect ARA and its members
- Drafts legislation and regulation proposals as required; prepares testimony before congressional committees and develops advocacy materials.
- Coordinates ARA member outreach to specific legislative offices, agencies, institutions and organizations, focusing on educating policy stakeholders and increasing the awareness of ANCSA and ARA membership.
- Serves as a resource for ARA committees and work groups.

- Identifies opportunities and challenges throughout the legislative process and marshals appropriate resources across ARA members and with Indigenous advocacy organizations (NACA, AFN, NCAI).
- Attends industry conferences, congressional hearings, meetings, and special events relevant to, and/or in promotion of, ARA's strategic and legislative interests.
- Represents ARA before relevant trade and member associations to advocate and protect ARA and member interests.
- Responds to inquiries and requests for information from Congress and government agencies.
- Conducts efficient business travel as required in support of government relations objectives.

Secondary Duties

- Develops strategies and plans to utilize ARA members in government relations and outreach activities.
- As needed, coordinates with ARA member lobbyists to address issues active in Congress and important to ARA and its members.
- As needed, responsible for PAC compliance and fundraising.
- Other duties that are pertinent to ARA's success also may be assigned.

Experience/Qualifications

- Bachelor's degree in business, business management, project administration, political science, public policy, or relevant fields. Progressively responsible professional work-related experience, education or training may be substituted on a year-for-year basis for college education.
- Exceptionally strong communication skills. Ability to make effective speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Seven (7) years progressive work experience in government or external affairs.
- Understanding of Alaska Native cultures and how Alaska Native organizations operate.
- Comprehensive understanding of the Alaska Native Claims Settlement Act and Alaska Native corporations.
- Language skills sufficient to:
    - Read, analyze, and interpret the most complex documents.
    - Respond effectively to the most sensitive inquiries and issues.
    - Write speeches and articles appropriate to the intended audiences.
- First-hand knowledge of executive and legislative branch processes, government and congressional budget and appropriations cycles, and authorization processes.
- Proven history of self-motivation and professional growth.
- Must live in or be willing to relocate at own expense to the Washington, D.C. metropolitan area.
- Must be able to travel regularly on aircraft, trains and automobiles.
- Math skills sufficient to understand, create and utilize statistical data to substantiate policy.
- Knowledge of Word, PowerPoint, Excel and other software programs.
- Proven history of self-motivation and professional growth. Ability to work with little to no supervision.
- Excellent organizational, written and oral communication, customer service, problem-resolution/negotiation, and interpersonal skills.
- Contacts with Hill staff; proven ability to build deep and lasting relationships.
- Ability to function effectively as a team player.

Working Conditions and Physical Requirements

ARA is a fast-paced, multi-tasking, customer service-oriented office environment requiring a high degree of efficient and effective performance. Adaptability regarding schedule and task changes is necessary to accommodate changing priorities. Travel will be required.

While performing duties of this job, the employee is occasionally required to stand and/or walk for long periods at a time, sit, use hands and fingers, handle, or feel objects, tools or controls, reach with hands and arms, talk or hear, or smell. The employee may occasionally need to lift, handle, or move objects weighing up to 40 pounds.

Additional Information

It is ARA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

The statements contained in this job description are intended to describe the general content and requirements for performance of this job. It is not intended to be an exhaustive list of all job duties, responsibilities, and requirements. Other duties may be assigned.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

ARA is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran protected status or any other characteristic protected by applicable law.