



JOB ANNOUNCEMENT

**Director of Policy and Legislative Affairs
Washington, D.C.
Policy, Research and Advocacy Department
Full-Time – Regular**

THE ORGANIZATION

National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.

NALEO Educational Fund is a 501(c)3 non-profit, non-partisan organization governed by a 15-member Board of Directors and a 36-member Board of Advisors. Headquartered in Los Angeles, NALEO Educational Fund maintains offices in Houston, Orlando, Phoenix, New York City and Washington D.C. It employs about 75 full-time staff with an annual budget of \$10.5 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance, and retirement coverage.

POSITION SUMMARY

The Director of Policy and Legislative Affairs acts as the organization's primary representative and chief advocate on mission-related public policy issues in Washington, D.C., which include Census, naturalization, election administration, voting rights, and Latino representation in top federal appointed positions and the Congressional workforce. The Director works collaboratively with the Chief Public Policy Officer and the Chief Executive Officer in proactively strengthening the organization's policy leadership by setting the direction of, developing, and helping to implement advocacy and program initiatives related to the foregoing issues. The Director is responsible for effectively articulating the vision and scope of the organization's Washington, D.C.-based advocacy and program activities in a non-partisan manner for policymakers, partners, funders and other stakeholders. In addition, the Director is responsible for supervising the operations of the Washington, D.C. office, which includes managing at least three staff members who carry out policy development, advocacy and program activities.

The Director must maintain and strengthen working relationships with members of the Presidential Administration and staff, the Congressional Hispanic Caucus, the Congressional Hispanic Conference, other House and Senate members, and key federal agencies. The Director must also lead or actively participate in the efforts of partner coalitions, and work closely with other advocacy organizations. In addition, the Director serves as a spokesperson for the organization with the media, and will be responsible for other public presentations at convenings of policymakers, partners, funders and other stakeholders. The Director is also responsible for engaging the organization's constituency of Latino elected and appointed officials and other stakeholders in our policy initiatives, when strategic. This is a full-time position, with a salary commensurate with qualifications and experience.

ESSENTIAL FUNCTIONS

- Develop and consistently update comprehensive and integrated policy development and advocacy plan that encompasses all Washington, D.C.-based core mission issue advocacy and program activities. This plan will include advocacy goals, strategies and tactics.
- Oversee implementation of foregoing policy development and advocacy plan, including providing regular reports and updates to the Policy, Research and Advocacy Department, other organization staff, Board of Directors, funders and other relevant stakeholders.
- Effectively articulate vision and scope of Washington, D.C.-based advocacy and program activities in a non-partisan manner for policymakers, partners, funders and other stakeholders. This involves presenting the organization's activities in the context of evolving political and policy developments; the civic engagement and constituency services activities of the organization; and the role of Latino political engagement and progress in our nation's democracy. It also involves maintaining and strengthening relationships with the organization's funders.
- Prepare and review broad range of policy development materials, including draft legislation, Congressional testimony, administrative comments, factsheets, policy reports, action alerts, policy updates, talking points and related materials.
- Develop and oversee implementation of strategies to engage the organization's constituency of Latino elected and appointed officials, partners, and community-based organizations when strategic in our policy initiatives.
- Lead or actively engage in activities of coalitions and collaboratives which work on organization's core mission issues.
- Work with the organization's Communications team to develop and implement print, broadcast and digital media strategies to advance the organization's policy priorities; where strategic, serve as spokesperson for the organization with media.
- Secure the participation of Members of Congress and the Presidential Administration in organization's convenings and events, and work collaboratively with staff throughout organization on these activities.
- Manage the operation of the Washington, D.C office consistent with the organization's administrative, finance, human resources and other related policies.
- Assume other assigned duties in support of the Policy, Research and Advocacy and other organization departments as needed.
- Adhere to attendance and punctuality standards of the organization.
- Travel as required, consistent with organization policies and public health guidelines and standards.

QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of 7-12 years legislative and administrative policy development and advocacy experience on Capitol Hill, or with State or local government, or non-profit organizations required, including substantial advocacy leadership experience, and demonstrated experience in working effectively in a bi-partisan manner. Experience with democracy issues preferred.
- Bachelor's Degree in relevant field required, graduate degree preferred.
- Superior analytical, writing, speaking and advocacy skills (Writing samples required);
- Thorough understanding of federal legislative and administrative processes and ability to read and understand primary legislative/administrative materials (such as bills, statutes and regulations) required.
- Ability to effectively supervise staff and oversee office operations required.
- Outstanding organizational and communications skills, including ability to interact with Members of Congress, White House and Administration officials, other elected and

appointed officials, partners, funders, corporate/business representatives, media and the general public.

- Ability to speak Spanish preferred; ability to read and write Spanish, a plus.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently, and have outstanding project management skills that are organized and results-oriented.
- Willing to travel and work flexible/extended hours including weekends and evenings as required, consistent with organization policies and public health guidelines and standards.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage.
- Aptitude to quickly obtain proficiency with organization's virtual meeting, convening and presentation platforms. Also proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software.
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Supportive of the mission and the philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITION

Certain physical and mental aspects of performing the essential functions of the position include the following:

- Ability to detect, discern, recognize, and perceive auditory and visual information within normal ranges.
- Dexterity to read, write, type, operate office equipment such as a computer, printer, telephone, calculator, copier, fax machine, pencils, pens, and stapler.
- Ability to remain in a stationary position 50% of the time.

Once hired, employees requiring reasonable accommodations to perform the essential functions of the position should contact Human Resources to engage in the interactive process to determine reasonable accommodations, if any.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

APPLY ONLINE AT:

www.naleo.org/employment

NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status, or any other basis protected by law.