JOB DESCRIPTION FOR DIRECTOR OF POLICY AND ADVOCACY

NABS is the only national Native coalition focused on truth, healing, and justice for Indian boarding school history, legacy, and impacts. Our team demonstrates commitment to social justice for Native American communities and for boarding school healing efforts in the U.S.

About Us
The National Native American Boarding School Healing Coalition (NABS) is a growing and impactful 501(c)3 non-profit organization committed to truth, healing, and justice for Indigenous communities. Our VISION is “Indigenous cultural sovereignty,” and our MISSION is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.”

NABS as an organization was conceptualized at a grassroots level during a national symposium in 2011 which included leaders of the Canadian Truth and Reconciliation Commission and boarding school survivors and descendants across the U.S. The Native American Rights Fund was our fiscal sponsor from 2012-2015. In 2019, we completed a 10-year strategic plan for 2020-2030. Currently, our programs are focused on education, advocacy, and healing. We hold the only national conference on boarding school healing in the country. With a growing staff and a board that is 100% Native American, the Coalition membership is comprised of over 350 Native and non-Native individuals, Tribes, and Native and non-Native organizations committed to boarding school healing. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

Position Description
The Director of Policy and Advocacy will work closely with the CEO and stakeholders to maximize NABS’s presence and impact in moving our Boarding School Healing advocacy agenda forward with local, Tribal, state, national and international government levels. Leadership responsibilities will include providing advocacy, technical advice, legislative analysis, coalition-building, stakeholder engagement and policy research to NABS.

In this role, the Director of Policy and Advocacy will contribute to strategies that advance NABS’s long term goals, including: articulating the mission of the coalition to public officials and decision makers; raising the visibility of the coalition in national advocacy arenas; assisting in educating key audiences such as NABS’s coalition members, Tribal leaders, faith-based organizations, and other vital stakeholders about the history and legacy of Indian boarding schools; and highlighting the coalition as a primary source of information related to the history and impact of Indian boarding schools and measures needed to bring about healing. The Director of Policy and Advocacy reports to the CEO and provides strategic policy advocacy guidance to the entire organization.

What You Will Do
The primary responsibilities of the Director of Policy and Advocacy include, but are not limited to:

- Advancing NABS’s federal policy priorities to key allies and decision makers.
- Contributing to the development and execution of a strategy to advance our public policy education and advocacy agenda at all governmental levels.
- Leading NABS’s work to position the coalition, our partners, and our agenda strategically and powerfully with policymakers and influencers.
- Collaborating with NABS’s CEO, staff and key stakeholders in cultivating and building powerful relationships with policymakers and influencers, in service of our agenda and our partners.
- Cultivating NABS’s relationships with the Tribal governments, federal administration, Congress,
regulatory agencies, including:
  o Participating in coalition building strategies at the national level and maintaining key relationships with Tribal Nations and other stakeholder organizations.
  o Providing reliable, timely analysis and strategic leadership on NABS’s policy education and advocacy activities at the local, national, and international levels.
  o Developing and disseminating materials regarding education, advocacy and legislative developments to national partners, and policy makers.
  o Ensuring the involvement of coalition members, Tribal leaders, and stakeholder organizations in promoting agreed upon priorities.
  o Helping to facilitate educational opportunities for stakeholders to be in contact with their member of Congress, the Administration and other policy makers.
  o Conducting and/or commissioning research as necessary.
  o Taking other steps necessary to develop and advance NABS’s advocacy priorities.

What You Will Bring
- Minimum of bachelor’s degree in law, policy, political science, or related field.
- Extensive experience in a leadership role in representing an organization on issues of importance to Native American communities.
- Extensive knowledge of legislative and administrative processes.
- Expertise and experience in working with Tribal Nations.
- Understanding of and commitment to social change through building the capacity and power of Native American, Tribal, faith-based communities and other supporters to participate directly in educating others.
- Demonstrated commitment to community organizing and ability to work constructively with grassroots partners.
- Excellent advocacy, consensus-building, coalition-building, and leadership skills; demonstrated ability to work collaboratively with other staff and other organizations; demonstrated ability to work with groups and individuals across the political spectrum.
- Exceptional communication skills, both written and oral; experience as a public spokesperson and advocate; ability to analyze and articulate legal concepts and other complex issues and to communicate them to a variety of audiences; a “quick study” on a dynamic array of issues.
- A broad understanding of federal policies that pertain to Native American communities.
- The ability to produce consistent, quality work in a fast-paced environment.
- Ability to build relationships with relevant policy partners (government, tribal and nonprofit entities, academic institutions, faith-based organizations, etc.).
- Experience analyzing and interpreting legislative and regulatory language.
- Commitment to social change and justice for boarding school survivors and descendants.

Compensation, Benefits and Work Environment
Compensation is commensurate with experience. Benefits include health, dental, life and disability insurance, and a 401(k) match up to 4% of salary. NABS is an Equal Opportunity Employer.

Currently, NABS is following a hybrid model with staff significantly working from home as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. As we move forward, travel to other locations will be necessary.
Application Process
All applications will be received via email. No phone calls or snail mail.

Applications must include the following all in one PDF or Word file:

- Cover letter
- Resume/Curriculum Vitae
- Salary history
- Three professional references w/email and phone number

E-mail applications to: jblevins@nabshc.org

Subject Line: Last Name, Policy Director

The position is open until filled. Interested candidates are encouraged to apply at their earliest opportunity.