



Position Announcement Government Affairs Associate (Exempt)

The [National Disability Rights Network \(NDRN\)](#) in Washington, D.C., seeks an experienced Government Affairs Associate to create and implement a strategic plan and engagement objectives to strengthen and expand productive relations with federal agencies and Capitol Hill members and staff. The Government Affairs Specialist will support NDRN staff, NDRN member organizations, and coalition partners to develop, implement, and coordinate legislative strategies to advance the federal policy work of NDRN and the disability community.

Who We Are:

NDRN is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for people with disabilities. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities in the United States. The P&A/CAP System uses various means, including administrative complaints, individual and systemic litigation, and education of the public and policy makers to address a wide range of rights violations which impact persons with disabilities.

NDRN provides training, technical assistance, and legal support to the 57 P&As & CAP agencies, which are in every state, U.S. territory, and for a consortium of Indigenous tribes. NDRN undertakes legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and can fully participate by exercising choice and self-determination.

You're excited about this opportunity because you will...

- Collaborate with the public policy team to develop and implement comprehensive engagement and lobbying strategies to secure and/or

reinforce protections for people with disabilities.

- Create and disseminate public policy/legislative resource materials (reports, issue briefs, informational documents, etc.) to inform and support NDRN leadership and membership.
- Identify opportunities for partnerships and collaboration with government and non-government organizations.
- Develop and maintain productive relations with Congressional members and executive branch leaders.
- Monitor, interpret, and analyze proposed federal regulations and legislative developments, emerging issues, and trends and develop advocacy strategies and policy recommendations that support NDRN's mission.
- Work closely with external partners on task forces, committees, and coalitions and help manage and strengthen relationships with external partners, including providing leadership on NDRN-led committees and coalitions.
- Provide technical assistance and/or training to NDRN membership, as needed.

We're excited about you because you have....

1. A Bachelor's degree and/or experience equivalent to a four-year college degree in public policy, legal or a disability-related field.
2. Four to seven years' experience in federal public policy, lobbying, or grassroots advocacy or working in a Congressional office or executive branch agency.
3. Knowledge of the appropriations process, and housing or criminal legal services public policy is important. Familiarity with public policy issues surrounding Artificial Intelligence preferred.
4. Knowledge of federal disability policy, legislation, and issues.

5. Research and analytical skills to review and interpret complex legislative and regulatory materials, determine their impact on the disability community, and facilitate the development of creative solutions.
6. Excellent communication and advocacy skills to build and maintain relationships with government officials and other stakeholders.
7. Strong interpersonal and collaborative skills including, but not limited to, sensitivity to other people and the ability to work effectively in coalition with other groups.
8. A desire and ability to learn and advocate on new policy issues effectively.
9. Commitment to the potential contributions of individuals with disabilities and to efforts to make possible the realization of that potential.
10. Demonstrated administrative skills and working knowledge of Microsoft 365.

Location and Travel:

Location: Washington, D.C., following a hybrid policy.

The position requires some travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary based on experience. Benefits include a health plan; Flexible Spending Account; transit or parking benefits (DC area applicants); 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The salary range for this position is \$90,000 to \$105,000.

How To Apply:

Submit a cover letter, resume, and salary requirements attention: Eric Buehlmann, Deputy Executive Director for Public Policy. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: governmentaffairs_associate@ndrn.org (Subject: Government Affairs Associate Position); or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be considered on a rolling basis beginning on November 14, 2024.

No application will be considered after December 2, 2024.

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.