VACANCY ANNOUNCEMENT

Job Title: Director of Inter-Governmental Affairs
Department: Office of the Executive Director
Classification: Regular, Full-Time, Exempt
Salary: DOQ
Location: Portland, Oregon
Closing Date: March 13, 2020

Job Summary/Primary Responsibility:

Provide organizational guidance to develop and implement strategies involving federal policy and regional relations.

Advise, analyze, monitor and engage key partners on matters regarding Congressional appropriations, legislation and initiatives within the Administration. Coordinate the review and preparation of appropriation requests, testimonies, and responses to Congressional and agency inquiries.

Maintain collaborative relations and serve as point of contact for Congressional and agency staff. Cultivate and maintain a network among partners in the public, private and non-profit sectors to enhance communication and develop cooperative strategies that advance the Commission’s interests. Support and represent CRITFC on a variety of regional and national organizations and forums to pursue common objectives.

Essential Job Functions:

1. Guide the development and implementation of an annual CRITFC appropriations and authorizations strategy that addresses the funding and policy needs of the member tribes’ fisheries and CRITFC programs. Assist in the preparation of appropriation requests, testimonies, and responses to Congressional and agency requests for information concerning funding requests. Review and provide analyses of federal and state budget proposals. Serve as point of contact within the organization on federal budget and related program matters.

2. Guide advocacy and engage in multi-year federal budget development and justification and monitor implementation, appropriations and carry-over.

3. Review and analyze federal and state legislative initiatives, laws and rule making efforts
for impacts to treaty fishing rights. Cultivate and maintain a network of tribal, state and federal officials and committees to ensure a timely flow of information and input into various natural resource processes. Assess and understand legislative context, make recommendations to Executive Director, Commissioners and tribes, develop white papers, clarify themes, prepare/distribute testimony, draft appropriate correspondence and provide background about the tribes when necessary.

4. Research and prepare briefing papers; provide updates to the tribes; routinely report to the Commission; and provide information to tribal, federal and state agencies and outside groups on appropriations and legislative issues.

5. Coordinate and organize government to government meetings and Washington, DC delegations as requested by member tribes.

6. Build and maintain relationships with public, private and non-profit sector to enhance understanding of tribes, treaty rights and on natural resource issues and to develop cooperative strategies for communications and policies.

7. Coordinate on behalf of, support and represent CRITFC on a variety of regional and national organizations to pursue common understanding and objectives.

**Job Requirements/Qualifications:**

Desired: minimum of a Masters degree in a public or government affairs related area and seven years of pertinent experience in legislative engagement with at least two of those years working on appropriations processes.

In lieu of a Masters degree:

- Bachelors degree in public or government affairs related areas and a minimum of ten years of pertinent work experience, with two of those years working on appropriations processes, or
- An equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position.

Must possess a good understanding of legislative affairs and processes. Must have proven abilities in program administration, team work, and knowledge and skills to manage and supervise. Must be capable of analyzing political situations and issues and organize facts and present recommendations in clear, concise and logical manner orally and in writing. Must have a thorough understanding of Indian treaty rights and tribal sovereignty issues. Must have a proven ability to establish and maintain effective working relations with tribes and public, private, non-profit officials.

**Supervision Received:** Supervised by the Executive Director.

**Supervision Given:** This position supervises two individuals: a public relations coordinator and public affairs specialist.
Physical Demands: The work is sedentary and requires a great amount of concentration, thoughtful analysis and attention to detail. Work assignments are multiple and performed, at times, under severe time constraints. Work regularly involves use of computers and occasional use of recording devices. Occasional evening or weekend work will be necessary for travel, events and to meet deadlines and schedules. Work is performed in an office environment with adequate heating, lighting, and ventilation. Incumbent will work in a team environment. Travel will be necessary and meeting schedules in DC can sometimes be demanding.

CRITFC Motor Vehicle Policy: The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver’s license, or other operator’s license, as required by law; and be eligible for coverage under CRITFC’s Motor Vehicle insurance policy. Upon request, CRITFC’s Motor Vehicle policy is available to applicants to review the required criteria.

Application Procedures: Under the authority of Section 7 of the Indian Self-Determination and Education Assistance Act, CRITFC shall give preference in employment matters to qualified enrolled members of the four CRITFC member tribes, then to qualified enrolled members of other federally recognized tribes. If CRITFC is unable to fill openings with such qualified tribal members, other qualified applicants will be considered.

Incomplete applications will NOT be considered. Complete applications include a cover letter, CV/resume, a completed job application with signature (electronic/typed signature acceptable) and contact information for at least three professional references. The job application form is available on our website https://www.critfc.org/critfc-employment-opportunities/ or by calling 503-238-0667.

Submit to:
Attn: Human Resources
700 NE Multnomah St., Suite 1200
Portland, OR 97232
Email: hr@critfc.org
Fax: 503-238-3571