



National District Attorneys Association

Director of Government & Legislative Affairs

Job Description

GENERAL PURPOSE

Performs a variety of professional duties related to planning, organizing, coordinating and implementing programs and processes designed to promote, monitor, educate, and communicate the mission, programs, policies and goals of the National District Attorneys Association (NDAA) to federal policy makers and other criminal justice stakeholders. The Director of Government & Legislative Affairs serves as a representative for America's prosecutors and other law enforcement stakeholders related to policy and legislative matters.

SUPERVISION RECEIVED

Reports directly to the Executive Director for all policy/legislative matters. Reports to the Chief Operating Officer for all operations matters.

ESSENTIAL FUNCTIONS

- Understands NDAA's mission and adheres to organization and staff core values.
- Commits to creating an accessible, supportive environment and an educational experience that recognizes diversity, equity and inclusion as integral components of NDAA's success.
- Contributes to the development and implementation of educational strategies to inform congressional leaders and staff, agency and Administration personnel and other criminal justice stakeholders on the role of the prosecutor in the criminal justice system and prosecutors' legislative and policy priorities.
- Serves as liaison between prosecutors and members of Congress, the U.S. Department of Justice and related federal entities on policy positions vital to America's state and local prosecutors.
- Monitors the federal budget and appropriations process as needed to articulate the need for adequate resources for prosecutors in key areas of importance to the association and its membership.
- Performs legislative tracking as needed to maintain awareness of legislation status; attends/monitors relevant committee actions including hearings and markups to ensure adequate representation of the prosecutor perspective on matters impacting their work in the field.
- Participates in the technical review of legislation; develops legislative alternatives for consideration by association executives, the association's Legislative Committee and the Board of Directors as needed.
- Assists as a subject matter expert in informing state and local prosecutors, law enforcement and other criminal justice stakeholders regarding congressional processes including grassroots activity and the budget/appropriations process;
- Prepares oral and written testimony interpreting and assessing legislative impact; makes formal presentations as needed.
- Coordinates with federal, state, and local government entities, law enforcement and other criminal justice stakeholder organizations and regulatory agencies as needed to develop and implement strategies for legislative or regulatory change affecting law enforcement and prosecution.
- Develops, coordinates and executes annual legislative conference in Washington, DC for members from around the country; may attend periodic NDAA board meetings to inform and update leadership with regard to advocacy efforts.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Bachelor's degree in political science, public administration, public policy or a related field;

AND

B. Two to four years of experience in law enforcement/criminal justice policy or direct work on Capitol Hill;

OR

C. An equivalent combination of education and experience as determined by NDAA.

2. Knowledge, Skills, and Abilities

- Considerable knowledge of federal legislative and appropriations processes and procedures;
- Excellent writing skills for assistance in drafting testimony and educational materials, legislation and other documents as needed;
- Excellent communication skills to effectively and efficiently engage with association members, congressional staff and other stakeholder organizations;
- Ability to effectively build a network of contacts within the stakeholder community and congressional offices to effectively communicate the perspective of prosecutors from across the country.

3. Work Environment

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as moving inside the office to access storage cabinets and office machinery and moving equipment or boxes of 25 lbs or less. The position requires the ability to remain stationary for long periods of time.

The person in this position frequently communicates with Board members and individuals who have inquiries about their membership status, as well as other partners and vendors. Incumbent must be able to exchange accurate information in these situations. Recognizing such individuals in order to build relationships is important for this position. Incumbent is responsible for the input and output of data from electronic systems and must be able to operate a computer, calculator and copier/printer.

Mental application utilizes memory for details, strategic thinking and creative problem solving.

Key Internal Relationships: Executive Director, Chief Operating Officer, staff members in each of the relevant departments.

Key External Relationships: NDAA members including Board and Legislative Committee; members of Congress and staff; federal agency and Administration officials; federal, state, and local government entities, law enforcement and other criminal justice stakeholder organizations and regulatory agencies.

APPLICATIONS

To apply for the Director Government and Legislative Affairs position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. The position is in NDAA headquarters in Arlington, VA, with some telework available. Relocation expenses are not available. Final candidate will be asked for verifiable references.

ABOUT

NDAA is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.