



## Director of Congressional Relations

The National Council of Urban Indian Health was founded in 1998 to represent the interests of Urban Indian Health Programs (UIHPs) before Congress and Federal agencies, and to influence policies impacting the health conditions experienced by urban American Indians and Alaska Natives (AI/AN). The National Council of Urban Indian Health is a 501(c)(3), membership-based organization devoted to support the development of quality, accessible, and culturally sensitive health care programs for AI/AN living in urban communities. NCUIH fulfills its mission by serving as a resource center providing advocacy, education, training, and leadership for urban Indian health care providers. NCUIH strives for healthy American Indians and Alaska Natives living in urban settings, which comprise over 70% of the AI/AN population, supported by quality, accessible health care centers and governed by leaders in the Indian community. NCUIH represents urban Indian Health Programs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

**Compensation: \$70,000 - \$85,000**

### **Roles and Responsibilities:**

Reporting to the Executive Director and Deputy Director, the Director of Congressional Relations will have both internal and external facing responsibilities grounded in serving Urban Indian Health Programs to advance the mission of NCUIH through excellence in policy, advocacy, outreach, technical assistance, discreet research projects and related programs. The Director of Congressional Relations must have a strong understanding of health care delivery, the federal trust relationship with Indian Tribes as well as the legal, policy and political frameworks impacting the IHS system. The Director of Congressional Relations supervises at least one associate, subcontractors, and sub-awardees in the areas of policy and budget analysis; technical assistance to UIHPs and Tribal representatives serving on various federal Tribal advisory committees; and special projects related to Indian health. The Director of Congressional Relations also is responsible for ensuring the viability and growth of the funding supporting these activities, including aggressive attention to relevant funder relations, grants compliance and timely excellence in achieving and exceeding deliverables expectations.





The Director of Congressional Relations is responsible for working with the Executive Director and providing political strategy on UIHP legislative priorities. The Director of Congressional Relations will provide technical support and coordination for a number of different Tribal Health Care Advisory committees. In addition, the Director of Congressional Relations will be responsible for the tracking, analyzing and reporting of current bills, policies, other agencies that impact UIHPs such as but not limited to: HHS, VA, CMS, SAMHSA, educating Congress and federal agencies on ways to improve health care programs and services for American Indian and Alaskan Natives (AI/AN). The Director of Congressional Relations is responsible for conducting analysis, reviewing and responding to bills, policies, preparing testimony, technical reports, policy position papers and advocacy materials on key health issues.

The Director of Congressional Relations will seek out opportunities for the UIHP position to be advanced in the federal/congressional policymaking arenas. This includes leading efforts to engage national UIHP support for priority issues, working collaboratively with UIHPs, Tribes and tribal organizations, creating regional and national harmony and consistent and reliable outreach and education efforts to the UIHPs.

The Director of Congressional Relations will be actively engaged in the planning and preparation of NCUIH National Conferences. The Director of Congressional Relations will also heavily work with the Director of Federal Relations and the senior leadership team to ensure continuity among federal and congressional relations.

- Informs and advocates for the advancement of AI/AN health policy, budget and appropriations.
- Provides excellent political strategy based on expert knowledge of Capitol Hill and Indian Country.
- Builds, maintains and utilizes a vast network of contacts.
- Researches and prepares analyses on various legislative issues and bills, including
- appropriations and the budget, related to the provision of health care services to Indian country.
- Evaluates and analyzes legislation and budget issues and their impact on the provision of health care services in Indian country.





- Maintains accurate data on health care services and status.
- Develops and contributes articles for publication to the biweekly NCUIH Newsletter, develop a Hill Indian health newsletter, NCUIH Members Policy Updates newsletter, website and for other venues as needed.
- Represents the NCUIH before the staff members of congressional offices and prepares correspondence to the Hill on a variety of issues.
- Performs public speaking as needed.
- Updates NCUIH Legislative Tracker on a bi-weekly basis.
- Contributes to and manages the creation of materials for Hill packets and other briefing materials as needed.
- Builds, promotes, maintains and utilizes a grassroots database. Plan, coordinate and implement grassroots training and materials
- Communicates information, actions, action alerts and other materials to the NCUIH grassroots network.
- Prepare Congressional testimony, talking points and writes timely reports about congressional hearings and other meetings as appropriate.
- Maintains legislative portion of the NCUIH website, including Legislative/Policy Agenda progress tracking.
- Provides assistance as requested in planning and implementing the NCUIH conferences.
- Aide in legislative communications, including social media/ website development and posting
- Track and maintain communications with NCUIH leadership and membership regarding current and potential legislative affairs pertinent to Urban Indian Health
- Assist with Urban Indian representation at tribal advisory bodies as well as management of legislative and executive branch outreach activities
- NCUIH is a team/community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team
- Performs other duties as assigned and travel to meetings as needed.

### **Qualifications:**

Successful candidates will have a passionate commitment to the mission of improving the health of American Indians and Alaska Natives. This is a senior management





position requiring a combination of education, experience, cultural competency and political acumen that would adequately prepare one for a senior management role at a national, Tribal, non-profit organization. A Master's or JD degree with several years of post-graduate experience is required. Effective public speaking skills with strong, analytic writing skills. Candidates must demonstrate significant ability to learn quickly and efficiently. Experience administrating federal grants and contracts. Knowledge of Indian health care programs, a high degree of organization are required for this position.

**Successful candidates will possess excellent writing and public speaking skills and work well independently and with the team in a fast paced, high profile environment. This position will require some work afterhours and on weekends. A 3-4 year commitment is anticipated.**

The position also demands a track record of success in roles requiring execution of multiple tasks while responding to multiple priorities; proven ability to work with efficiency, flexibility, and good humor; demonstrated ability to build and maintain positive relationships with a wide array of people, for government (Tribal/State/Federal)/ profit/non-profit/foundations and; operates with excellence in mind in all matters, with the confidence to defend/debate. This position will require careful attention to detail and successful candidates must be able to demonstrate diligent, responsible communications skills, both oral and written.

American Indians and Alaska Natives strongly encouraged to apply.

This is a Washington DC-based position; some travel will be required.

Please send a resume, statement of interest and any salary requirements to Francys Crevier, Executive Director at [FCrevier@ncuih.org](mailto:FCrevier@ncuih.org). Native Americans are strongly encouraged to apply.





National Council of  
Urban Indian Health



**Excellence. Equity. Effectiveness**

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