



## **The National Native American Boarding School Healing Coalition**

**Title: Senior Director of Law and Policy**

**Job Type:** Full-Time, Exempt

**Location:** Remote in the United States

**Salary:** \$120,000+ annually

**Deadline to apply:** Applications reviewed on a rolling basis, with priority given to those submitted by Thursday, December 12, 2024.

### **ABOUT US**

The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 1,500 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We have publicly launched the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

### **POSITION OVERVIEW**

The Senior Director of Law and Policy is an experienced leader who is an authoritative expert in analyzing legislation, developing standards and policies, and recommending strategic actions that lead to accountability for Native American and Alaska Native peoples impacted by U.S. Indian Boarding School policies. An effective Senior Director of Law and Policy makes clear and convincing oral presentations to decision-makers and groups, explaining facts that actively promote and advance NABS's agenda. The Senior Director of Law and Policy will guide, manage, train, and support departments across the organization to ensure they are meeting their goals related to law & policy, along with overseeing and managing the staff in the NABS Justice department (Policy, Advocacy, Lobbyists, and Legal staff). This position will work closely with the Senior Director of Strategy, the Senior Director of Healing, and the Senior Director of Operations, reporting to the Chief Executive Officer and Deputy Chief Executive Officer.

### **DUTIES & RESPONSIBILITIES**

#### **WHAT YOU WILL DO**

##### **Management and Supervision**

- Mentoring, coaching, and training; be a visible, approachable sounding board/resource to staff in the Justice Department.
- Manage expectations and agreement to align with success metrics based on performance with strategic plan implementation.



- Works with the Senior Director of Operations and the HR Manager to ensure strategic professional development for staff at all levels, including accessing outside training and planning for team-wide learning opportunities.

## **Law & Policy**

- Advise NABS Executive Leadership on managing and interpreting political, legal, and policy developments and formulating strategy.
- Develop and monitor legislation at the Tribal, City, State, Federal and International levels.
- Draft legal documents to support NABS' mission.
- Develop responses and draft correspondence and external messages on behalf of NABS to external stakeholders and constituents for the CEO and Deputy CEO.
- Maximizes outreach with NABS's constituencies to build support for our policy agenda.
- Recommend the means for broadening and strengthening constituent support for existing policy strategies.
- Review the research and analysis of policy issues, legal briefs, and policy language, legislation, reports, and recommendations.
- Oversee the preparations for legislative hearings by drafting written testimony and preparing the divisional Q&A documents.
- In coordination with the Director of Policy and Advocacy, represent NABS on legislative calls with stakeholders.
- Oversee the research, analyze, and synthesize policy-related information on behalf of NABS for internal and external stakeholders.

## **QUALIFICATIONS**

### **WHAT YOU WILL BRING**

NABS is seeking candidates who are passionate about our mission, are highly proactive, and can bring a clear vision of policy strategy to support the work we do. While no one candidate will embody all the qualifications below, our ideal candidate will bring:

- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts.
- Experience working with Tribal governments and Native American communities.
- An advanced degree in law, public administration, political science or related field.
- At least 10 years of experience developing and managing a legislative portfolio and working with elected officials.
- At least 10 years of experience working with Federal, State, and Tribal courts with a deep understanding of legal disputes and resolutions.
- A demonstrated, successful track record with managing, mentoring, and growing staff in their expertise.
- Strong interpersonal skills and ability to work and manage staff in a remote team environment.
- Discretion and excellent judgment in handling sensitive and confidential matters.
- Understanding of the legislative process with the federal government.
- Excellent research, analytical, strategic-thinking and problem-solving skills.
- Excellent verbal and written communication and presentation skills.
- Ability to prioritize assignments, handle multiple projects simultaneously to completion, and work under pressure against tight deadlines.
- Ability to actively listen, synthesize information, and communicate effectively with all levels of internal and external stakeholders.



To thrive in this role, candidates will bring a systems-change lens and have experience working with Tribal Nations and policymakers. We are looking for candidates who are clear communicators, adaptable, reliable, socially and emotionally intelligent, inquisitive learners, and who are team and collaborative-oriented while being able to work independently.

### **PHYSICAL DEMANDS**

- Ability to use a computer for a majority of the workweek
- Ability to have multiple phone calls a day

### **WORK ENVIRONMENT**

- This position is 40 hours a week with heavy computer use.
- Current staff are in Pacific, Central, and Eastern time zones, prioritizing accommodating all time zones when scheduling meetings.
- This position is remote with significant travel to Washington DC, and national conferences.

### **POSITION DETAILS**

**Position title:** Senior Director of Law and Policy

**Salary Range:** \$120,000+, based on experience

**Benefits:** Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn 4 weeks of paid time off each year, and get paid winter break the last two weeks of December.

**Desired start date:** January 2025

**Application Deadline:** Applications reviewed on a rolling basis, with priority given to applications submitted by Thursday, December 12, 2024.

**Location:** Remote in the United States

### **HOW TO APPLY**

Applications will be reviewed on a rolling basis, priority will be given to those applications received by December 12, 2024. Submit your application via the Movement Talent Opportunity Board application portal: <https://recruitcrm.io/apply/17334150371600060944KeG>

### **Applications must include the following:**

- Cover letter (no more than 1 page), answering the following questions:
  - Why are you interested in this position?
  - What values or lived experiences do you have that connect to our mission?
  - What is the best advice you've ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationship
- Writing Sample of a previous policy you drafted (please feel free to redact any sensitive



information)

The successful candidate will have the opportunity to work with a dynamic team committed to conducting research that can benefit Indigenous communities. We strongly encourage applications from Indigenous scholars and scholars with experience working with Indigenous communities. This position is remote with occasional travel to Minneapolis, Minnesota, and national conferences.

NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!