



National District Attorneys Association

Opening: Director of Government & Legislative Affairs

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

Serves as the principal federal legislative and policy staff on behalf of prosecutors across the country to include the legislative and executive branches of government; 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; prepares testimony interpreting and assessing legislative impact; makes formal presentations as needed; educates lawmakers and their staff and executive branch agency staff about the policy needs and perspectives of America's prosecutors and other law enforcement stakeholders; 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.

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.

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.

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.

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;

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.

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**

Knowledge, skills and abilities required include:

1. Considerable knowledge of federal legislative and appropriations processes and procedures;
2. Excellent writing skills for assistance in drafting testimony and educational materials, legislation and other documents as needed;
3. Excellent communication skills to effectively and efficiently engage with association members, congressional staff and other stakeholder organizations;
4. 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.

APPLICATIONS

To apply for the Director of Government & Legislative Affairs position, please send a resume, cover letter and writing sample (no more than five pages) to NDAA Executive Director, Nelson Bunn, at nbunn@ndaajustice.org. Salary is commensurate with experience. Generous benefits package offered. Applications are due no later than Friday, April 20.

ABOUT

The National District Attorneys Association (NDAA) is the largest prosecutor organization in the country, representing roughly 2,500 elected and appointed District Attorneys across the United States, as well as 40,000 Assistant District Attorneys. NDAA's office is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.