



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Director, Legislative and Congressional Affairs

OPEN: Immediately

LOCATION: Washington, DC

CLOSING: Until filled

CONTACT: Darcy Eischens

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Twitter, and Instagram.

JOB DESCRIPTION

UnidosUS is seeking a Senior Director of Legislative and Congressional Affairs in its Washington, DC office. The Legislative and Congressional Affairs department works to build and nurture relationships with Congress, the federal government, and state leaders to provide relevant and timely information about public policy issues that matter to the Latino community, and lobby on behalf of UnidosUS's policy priorities.

UnidosUS works with a variety of coalition partners to achieve its major policy and legislative goals in key areas such as civil rights, education, housing, jobs, immigration, and health care. The Senior Director will develop strategy and execute tactics to advance legislation on Capitol Hill and support legislative work in statehouses with the aim of producing policy outcomes. This work will include direct engagement with policymakers, development of legislative proposals and measures, and representing UnidosUS at hearings, forums, briefings, and other events where/when appropriate. The Senior Director will supervise staff and be responsible for

consultants and advisors as well manage the lobbying budget and ensure compliance with lobbying rules and regulations.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and the larger interrelated systems. The Senior Director will report to the Vice President for the Policy and Advocacy component, serve as a member of the senior management team, and provide direct support to the President and CEO. In addition, the position will entail working closely with leaders within the component and throughout the organization.

RESPONSIBILITIES

- Develop legislative strategy and carryout activities and tactics to advance legislation or proposals in administrative agencies.
- Set legislative priorities, in consultation with leadership.
- Responsible for establishing and strengthening relationships with policymakers, key decision makers, coalition partners, and allies.
- Represent UnidosUS on Capitol Hill.
- Responsible for component reporting on lobbying, including federal and state lobbying efforts.
- Advise UnidosUS President and leadership team on legislative matters and keep leaders informed about progress.
- Responsible for briefing and reporting to UnidosUS leadership, UnidosUS Board, and Affiliate leaders on federal legislative progress, developments, and opportunities.
- Provide input in policy and communications reports and materials.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university required. Master's in public policy or related area or law degree highly preferred.
- Eight to 10 years of direct experience working on federal legislative affairs issues.
- Five to seven years demonstrated involvement with directing national legislative campaigns.
- Five to seven years of Capitol Hill experienced required.
- Minimum of five years of experience managing a team.
- Excellent written and oral communication skills that can promote discussion persuasive enough to move legislative activity in the direction of UnidosUS positions.
- Strong public speaking, presentation skills, and must have a demonstrated record of collaborative work.
- Expertise in legislative procedure and experience drafting and analyzing legislative language.
- Command of federal lobbying and ethics laws.
- Working knowledge of key public policy areas that UnidosUS prioritizes.
- Demonstrated commitment to Latino and immigrant communities.
- Proficiency in common software systems, including the Microsoft Office Suite and Outlook.

- Familiarity with legislative tracking systems and congressional databases.
- Experience in leadership or supervisory roles.
- Bilingual English/Spanish preferred.

Note: Only those applicants who submit a cover letter and a writing sample along with a résumé will be considered for this opportunity. Please include “Senior Director of Legislative and Congressional Affairs” in the subject line of your email.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:

UnidosUS
Raul Yzaguirre Building
Attn: Darcy Eischens
1126 16th Street, NW, Suite 600
Washington, DC 20036
hmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.