



North Dakota Native Vote
919 S. 7th St., Suite 603
Bismarck, North Dakota
58502
1-888-425-1483
info@ndnativevote.org

Job Description

Job Title: State & Tribal Policy Coordinator **Annual Salary:** DOE
Job Type: Full-Time **Location:** Bismarck, ND
Job Classification: Exempt **Supervisor:** Executive Director

Job Purpose

The North Dakota Native Vote Policy Coordinator studies the impacts of laws, government policies, and regulations on the Native American communities of North Dakota. The Policy Coordinator conducts research and utilizes statistics to evaluate outcomes of existing policies and provides analysis for reporting and potential new policy initiatives. This will include examining the effectiveness of existing policies, identifying areas for improvement, working with friendly decisionmakers to create policy on priority issues, and exploring innovative approaches to taxation and budget allocation for North Dakota's Tribal communities.

The coordinator will work to develop detailed policy recommendations based on research findings by utilizing qualitative and quantitative analysis methods to identify the impact of decisions and policies on tribal communities. The coordinator will create recommendations to address the specific needs and challenges of different sectors, such as tribal nations, tribal small business enterprises, and low-income households. We will aim to influence policymakers in shaping fair, equitable, and efficient tax and budget policies that promote revenue streams to tribal enterprises, encourage tribal economic development, and support and protect tribal communities.

Job Duties and Responsibilities

1. Research and Analysis (50%)

- Monitors and analyzes state budget decisions and policies that impact Indian Country, and develops policy solutions for policymakers, partners, and other stakeholders.
- Develops and writes external deliverables that include reports, blogs, legislative testimony, and talking points.
- Stays current on research and policy related to NDNV's focus areas.
- Uses quantitative and qualitative analysis to identify the impact of decisions and policies on tribal communities.
- Works with NDNV's policy and research team to identify new research and analysis opportunities, and centers tribal sovereignty in all research and analysis.

2. Public Policy, Advocacy, and Outreach (40%)



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- Monitors and analyzes executive and legislative budget and policy proposals, and keeps the NDNV team, partners, and tribal stakeholders updated on relevant activity.
- Monitors interim committee activity, and updates the NDNV team, partners, and tribal stakeholders of relevant activity.
- Builds and maintains relationships with stakeholders, including, but not limited to, tribal leaders, and various coalitions.
- Writes and presents legislative analysis, critique, and testimony.
- Represents NDNV on coalitions, and participates in conversations and networks across the state to share, learn, and advance a policy agenda that works for tribal communities.
- Presents policy and research information to a variety of audiences, including policymakers, advocates, and news media.
- Serves as point person for state-tribal policy work for partners and media interviews.

3. Other duties (10%)

- Attends conferences, training, and other professional development opportunities as available.
- Performs other duties as assigned related to the mission of NDNV.

Job Qualifications

- Familiarity with policy research, data analysis, and legislative analysis.
- Strong communication skills.
- Ability to collaborate with internal and external stakeholders.
- Experience in preparing reports and presenting findings.
- Work effectively under pressure while meeting deadlines
- Experience with public speaking and public testimony.
- Ability to be flexible in order to meet the needs of the organization.
- Expertise to work with diverse audiences.
- Expertise in legislative processes and appropriations.

North Dakota Native Vote is an Equal Opportunity Employer