



North Dakota Native Vote
P.O. Box 226
Bismarck, ND 58502

JOB ANNOUNCEMENT

Job Title: State & Tribal Policy Coordinator	Salary: \$42,000
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 decision-makers to create policy on priority issues, and exploring innovative approaches to taxation and budget allocation for North Dakota's Tribal communities.

The Policy 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

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



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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 on 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.
- Represent NDNV on coalitions and participate in networks across the state, region, and at the federal level 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.
- 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 amongst stakeholders and team members.
- Experience with public speaking and public testimony.
- Ability to collaborate with internal and external stakeholders.
- Experience preparing reports and presenting findings.
- Ability to be flexible to meet the needs of the organization.
- Expertise to work with diverse audiences to affect change.
- Experience working with tribal communities.
- Expertise in legislative processes and appropriations.

How to Apply

To apply for this job, email a cover letter, resume, and 3 professional references to: JOBS@NDNATIVEVOTE.ORG.

If you have any questions about this job, call: 701-751-2147.



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Equal Opportunity

North Dakota Native Vote is an equal-opportunity employer and is committed to providing a work environment that is free from discrimination. We do not discriminate based on race, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or any other status protected by applicable law. We believe that a diverse workforce strengthens our organization. All employment decisions at North Dakota Native Vote are based on business needs, job requirements, and individual qualifications.