



### **Senior Director of Government Relations**

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

**Position Description:** The Latina Institute is seeking a Senior Director of Government Relations to shape and lead the organization's federal policy advocacy, legislative strategy, and political engagement. This role serves as the organization's chief strategist on government relations, collaborating closely with state teams, national program staff, public affairs, and senior leadership to align campaigns, initiatives, and partnerships for maximum impact. The Senior Director will be a visible and confident external ambassador, representing the organization in coalitions, before policymakers, in media, and at public events, including providing testimony and interviews on behalf of the Executive Director and organization, when needed. A trusted leader and mentor, this position motivates and empowers teams, builds strong relationships with internal and external stakeholders, and ensures the organization's government relations strategy advances its mission and priorities. Reporting directly to the Executive Director, this role is a pivotal member of the Senior Leadership Team, driving strategic influence at the highest levels of policy and advocacy.

**Location:** The Latina Institute operates as a primarily remote organization but requires certain roles to be based in specific locations and work in a hybrid capacity. **This role must be based in Washington, D.C., or the DMV area, with the ability to work from the Washington, D.C. office and nearby locations as needed.** Occasional travel (up to 30%) to other locations nationwide may also be required to participate in in-person events, meetings, and fulfill essential responsibilities.

**Employee Status:** Full Time, Exempt, 40 of hours per week

**Responsibilities include (but are not limited to):**

#### **Strategic Direction for Policy and Advocacy Functions**

- Lead the development and execution of the organization's federal government relations strategy with significant autonomy, in partnership with the Executive Director.

- Provide strategic direction, leadership, creativity, and oversight of Latina Institute's federal policy positions, initiatives, and activities.
- Work collaboratively with the Senior Director of Community Mobilization and the Senior Director of Communications and Public Affairs to integrate national and state policy advocacy, communications, and organizing strategies.
- Provide strategic thought partnership and support to state staff to advance coordinated policy advocacy strategies across jurisdictions.
- Communicate, strategize, and advise the Executive Director on federal policy priorities, political landscape assessments, and organizational government relations strategy.

### **Management of the Government Relations Department**

- Supervise the Director of Government Relations to implement federal policy and advocacy strategies that advance and protect the reproductive health, rights and justice for Latinas and immigrant communities.
- Lead the Government Relations department's annual operating plan and collaborate with senior leadership on strategic alignment, prioritization, and execution.
- Manage the department's programmatic budget and collaborate with Finance and senior leadership on fiscal planning and organizational budgeting.
- Work cross-functionally with Development, Operations, and Finance to ensure timely reporting, compliance, and fulfillment of grant and funding requirements related to government relations work.
- Ensure compliance with all lobbying registration, reporting, and tracking requirements for the Government Relations department—reporting this information to the Managing Director and General Counsel.
- Demonstrated success in people management, including mentoring, developing, and inspiring staff to achieve organizational goals.
- Ability to foster trust, accountability, and empowerment within teams while driving results.

### **Senior Leadership Team**

- Serve as a proactive and collaborative member of the Senior Leadership Team, helping shape organizational policy priorities and strategic initiatives.
- Act as a strategic thought partner to senior leaders to ensure alignment between policy advocacy, organizational strategy, and movement-building goals.
- Lead the implementation of high-impact policy advocacy initiatives and strategic partnerships at the national level.

## **Strategic Partnerships and Strategy**

- Provide leadership and oversight of national coalition and strategic partner relationships.
- Build and sustain relationships with national Latine civil rights leaders, reproductive justice organizations, immigrant rights groups, labor leaders, and other movement partners.
- Serve as a strategic advisor to internal teams on how to leverage partnerships to advance organizational policy goals.
- Represent the organization as a visible leader and spokesperson in national coalitions, policy forums, conferences, media engagements, and with policymakers and government officials.

## **What You Will Need to Be Successful:**

- Spanish proficiency is required.
- A minimum of 10 years of senior-level, federal policy advocacy and management experience is required.
- Longstanding experience in coalition management and leadership, policy advocacy, and social movement building strategy and deep subject matter expertise in either reproductive health, rights, and justice; immigrants' rights; economic justice; and/or Latine civil rights.
- Exceptional strategic thinking, analytical reasoning, and communication skills, with the ability to influence policymakers, coalition partners, senior leadership, media, and other external stakeholders.
- Strong organizational skills and ability to manage complex priorities, deadlines, and cross-functional collaboration.
- Principled and personable, able to navigate high-stakes policy environments without losing sight of people and relationships.
- Collaborative, self-reflective, adaptable, and solution-oriented, capable of building alignment across departments and partners.
- Gravitas and executive presence, with the ability to impact, inspire, command attention, and lead decisively in both internal and external forums.
- Strong interpersonal presence and public speaking skills, able to engage confidently in conversations, lead discussions in public forums and high-stakes settings, and represent the organization in front of diverse audiences, including policymakers, coalition partners, and the media.

- A law degree or master's degree in public policy, public health, or a related field is preferred, or equivalent experience demonstrating the ability to succeed at a senior leadership level.

**Salary Range:** \$162,000-\$172,000

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development/wellness, after one year of employment

**Application Procedure:** Submit cover letter and resume via email to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include in the subject line: **Applicant- Senior Director of Government Relations**

**Please note your application must be submitted by February 25<sup>th</sup> to be considered for this role.**

*National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.*