

Director of Government Relations Job Description

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

Position Description: Latina Institute seeks a Director of Government Relations to advance a federal policy agenda designed to protect the reproductive health and rights of Latinas/xs, regardless of immigration status. **The Director of Government Relations is responsible for managing the federal government relations team within the Government Relations department.** This person, in thought partnership with the Senior Director of Government Relations (hereafter referred to as Senior Director), will pro-actively create and set the direction of federal policy initiatives relating to issues of reproductive health, rights and justice for Latinx and immigrant women. The person in this position will work as part of a dynamic team and in coalition with movement partners. The Director of Government Relations will be supervised and report to the Senior Director in the Washington, D.C. office.

Location: Washington, D.C

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be based in Washington, D.C and be able to travel to various locations around the country, including the DC office space, to work from and participate in in-person events, meetings, and complete required activities or tasks.

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

Responsibilities include (but are not limited to):

Supervisory Responsibilities:

- Supervise the federal policy team in their daily functions in the Government Relations department and provide leadership, guidance, and development opportunities to federal policy staff.
- Responsible for the hiring and onboarding of federal policy staff.
- Develop annual individual staff work plans, track progress towards goals, and report activities and outcomes for the federal policy team.
- Work in concert with the Senior Director to create annual operating plan and budget for the Government Relations department.
- Work with appropriate departments, oversee the planning and implementation of national advocacy campaigns and short-term projects focused on federal policy efforts.

- Develop, facilitate, and participate in cross-department structures, including the Power Building Strategies group, to ensure alignment across programmatic departments.
- Collaborate with senior leadership in organization-wide efforts as needed.
- Manage government relations vendors (Politico, CongressPlus, Zoom).
- Develop and maintain processes and structures that help deliver on the goals of federal policy team.
- Working with the Senior Director, ensure timely reporting of Government Relations activities and deliverables for grant requirements and budgeting needs and ensure all lobbying hours are being tracked individually within the federal government relations team.

Government Relations and Policy Functions

- Lead development of federal policy priorities of Latina Institute.
- Lead development of Latina Institute's position on priority legislation and regulations and develop/implement legislative/administrative strategies.
- Manage Latina Institute's working relationships of high level federal executive offices, staff and key elected offices, and key governmental agencies.
- Facilitate Executive Director and Senior Director relationships with federal policy makers.
- Work with movement partners to determine movement positions on priority issues as appropriate.
- Oversee, edit, and approve government affairs materials including fact sheets, congressional testimony, regulatory comments, campaign materials, internal documents, and talking points to educate government officials.

Leadership in Policy and Thought Partnership

- Provide support, as needed, to the Senior Director in coalition efforts that cover federal policy focused partnerships.
- Represent the organization in high-level settings with federal government officials and Congressional offices as appropriate.
- Represent the organization at conferences, coalitions, and the media, serving both as a spokesperson and as the organizational liaison in regards to federal policy strategy and expertise.

Other duties as assigned.

10% Travel Required

What You Will Need to Be Successful:

- Bachelor's degree required.
- Minimum 5 years experience in policy work at the Federal level is required.
- At least 3 years management experience is required.
- Extensive knowledge of reproductive health/rights issues and related social justice issues (healthcare, abortion, immigration, Latina/x civil rights, etc.) with experience in policy; advocacy, organizing, and coalition building.

- Knowledge of Washington D.C. landscape is necessary.
- Excellent written and oral communications skills in English, (Bilingual in Spanish preferred)
- Superb research, organizational, project management, and time management skills.
- Ability to work collaboratively in a fast-paced environment and adapt to change as necessary.
- Prior community organizing or political campaign experience is preferred.
- Demonstrated commitment to reproductive freedom, immigrant women's rights, social justice, and Latinx civil rights.

Salary Range: \$120,000 – \$135,000 based on experience.

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

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

Application Procedure: Please send your resume and cover letter that answers the following questions, via email to jobs@latinainstitute.org. Please include the subject line: Applicant – Director of Government Relations

- What do our core values salud, dignidad y justicia mean to you?
- Tell us: How do you incorporate an intersectional framework as it relates to policy and advocacy?

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. 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. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.