



Position Announcement Public Policy Analyst

The National Disability Rights Network (NDRN) in Washington, D.C., is seeking a public policy analyst to work with a team of colleagues throughout the organization to represent NDRN's policy positions with federal agencies and Capitol Hill. The Public Policy Analyst also works with NDRN member organizations and coalition partners to develop, implement, and coordinate legislative strategies to advance the federal policy work of NDRN.

Who We Are: NDRN is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP). P&As and CAPs exist in all 50 states, the District of Columbia, the five U.S. territories, and one in the Four Corners region affiliated with the American Indian Consortium. The P&A/CAP system is collectively the largest provider of legal services to people with disabilities in the United States.

NDRN provides training, technical assistance, and legal support to the P&A & CAP agencies and undertakes legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and can fully participate by exercising choice and self-determination.

For more information on our organization go to www.ndrn.org.

Responsibilities include:

- Works with the public policy team to develop and support the implementation of comprehensive engagement strategies and objectives to secure and/or reinforce protections for people with disabilities.
- Develops and maintains productive relations with executive branch leaders and Congressional members.
- Monitors and analyzes proposed legislation, emerging issues, and trends and develops policy recommendations that support NDRN's mission.
- Develops and disseminates public policy/legislative resource materials (reports, issue briefs, informational documents, etc.) to inform and support NDRN leadership and membership.
- Works closely with external partners on task forces, committees, and coalitions and helps manage and strengthen relationships with external partners, including providing leadership on NDRN-led committees and coalitions.

Provides technical assistance and/or training to NDRN membership, as needed.

Required Qualifications:

1. Bachelor's degree and/or experience equivalent to a four-year college degree in public policy, legal or a disability-related field.
2. Two to four years' experience working with Congressional members and staff, especially concerning the appropriations process.
3. An understanding of federal disability policy, legislation, and issues.
4. Proven analytical and effective communication skills, including writing and presentation skills.
5. Ability to research and analyze issues and facilitate the development of creative solutions.
6. Strong interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in coalition with other groups.
7. Ability to work well in a team environment.
8. Demonstrated administrative skills and working knowledge of Microsoft 365.
9. Demonstrated commitment to the potential contributions of individuals with disabilities and to efforts to make possible the realization of that potential.

Location and Travel:

Location: Washington, D.C., following a hybrid policy.

The position requires some travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary based on experience. Benefits include a health plan; Flexible Spending Account, transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The salary range for this position is \$65,000 to \$75,000.

How To Apply:

Submit a cover letter, resume, and salary requirements attention: Eric Buehlmann, Deputy Executive Director for Public Policy. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: policy_analyst@ndrn.org (Subject: Public Policy Analyst Position); or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be selected for consideration on a rolling basis beginning on December 26, 2023.

No application will be considered after January 19, 2024.

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.