



## **Federal Affairs Manager – Job Announcement**

**Job Title:** Federal Affairs Manager

**Job Classification:** Full-Time

**Location:** Washington, DC

**Reports To:** Chief of Staff

**Date Written/Revised:** March 24, 2026

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### **Organization Overview**

The National American Indian Housing Council assists Tribes and Tribal housing entities in reaching their self-determined goals of providing culturally relevant, decent, safe, sanitary, and quality affordable housing in American Indian, Alaska Native, and Native Hawaiian communities.

#### **NAIHC's Mission Statement:**

*"To effectively and efficiently promote and support American Indians, Alaska Natives, and Native Hawaiians in their self-determined goal to provide culturally relevant and quality affordable housing for Native people."*

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### **Position Summary**

NAIHC is seeking a dynamic and mission driven **Federal Affairs Manager** to support and advance the organization's federal advocacy, policy, and communications efforts. This is a **mid-career role** ideal for a professional with 4-5 years of experience in federal policy, government relations, or housing advocacy who is ready to take on increased responsibility in shaping and executing strategic initiatives.

The Federal Affairs Manager plays a key role in advancing NAIHC's legislative priorities including the **NAHASDA Modernization Act**, by supporting Congressional engagement, managing advocacy communications, and coordinating high-impact events and stakeholder engagements and webinars.

This position works closely with the Executive Director, NAIHC's Board of Directions, Legislative Committee and will liaison with external partners, including Tribal leaders, federal agencies, and Congressional offices.

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### **Key Responsibilities**

## **Federal Affairs & Policy**

- Support the development and execution of NAIHC's federal advocacy strategy and implementation.
- Track, analyze, and summarize federal legislation, regulatory actions, and policy developments impacting Tribal housing.
- Assist in drafting policy materials, including one-pagers, testimony, briefing memos, and legislative summaries.
- Coordinate and support Congressional meetings, briefings, and advocacy days with Tribal leaders and partners
- Maintain relationships with key stakeholders, including Congressional staff, federal agencies, national housing partners, and tribal housing stakeholders.

## **Communications & Advocacy**

- Develop and manage advocacy communications, including action alerts, newsletters, and member updates.
- Draft and edit legislative updates and advocacy content for op-eds, press releases, social media, and website updates.
- Support the execution of communications campaigns to mobilize Tribal housing stakeholders and elevate NAIHC priorities.
- Ensure consistency in messaging across policy and communications platforms

## **Event & Logistics Coordination**

- Support planning and execution of NAIHC's major convenings, including the Legislative Summit, Annual Convention, and policy roundtables.
- Coordinate logistics for NAIHC Legislative Committee, Congressional briefings, partner engagements, stakeholder meetings, and special events.
- Assist with speaker coordination, run-of-show development, and on-site event support.
- Collaborate across teams to ensure seamless integration of policy, communications, and events.

## **Cross-Functional Support**

- Collaborate with Training & Technical Assistance, Membership, and Operations teams on shared organization initiatives and priorities
- Assist in maintaining CRM systems, tracking advocacy engagement, and managing contact databases.
- Contribute to internal planning and provide updates during team meetings

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## **Qualifications**

- Bachelor's degree in public policy, political science, business administration, or a related field preferred; Master's in Public Administration or Public Policy strongly considered but not necessary.
- **3–6+ years of relevant experience** in federal policy, government affairs, nonprofit advocacy, or affordable housing
- Demonstrated understanding of the federal legislative process and stakeholder engagement.
- Strong written and verbal communication skills, with the ability to translate complex policy into clear messaging.
- Experience supporting events, briefings, or stakeholder convenings.
- Highly organized with strong attention to detail and ability to manage multiple priorities and timelines.

## **Preferred Qualifications**

- Experience working with Tribal governments, Tribal housing programs, or Native organizations
- Familiarity with federal housing policy and programs (e.g., NAHASDA, HUD programs)
- Experience with communications tools and platforms (e.g., Constant Contact, social media, CMS platforms)
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint) and virtual platforms (Zoom, Teams)

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## **Core Competencies**

- Strategic thinking and taking initiative
- Strong interpersonal and relationship-building skills
- Professionalism and comfort working in high-profile federal and Tribal government environments.
- Adaptability, teamwork, and solutions-oriented mindset.
- Commitment to NAIHC's mission and Tribal sovereignty.

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## **Salary & Benefits**

Salary is commensurate with experience. NAIHC offers a competitive benefits package including health insurance, retirement contributions, and paid leave.

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### **Equal Opportunity & Tribal Preference**

NAIHC is an equal opportunity employer. In accordance with applicable law, preference may be given to qualified applicants who are enrolled members of federally recognized Tribes. Candidates seeking consideration under this policy must provide proof of Tribal enrollment.

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### **How to Apply**

Interested applicants should submit:

- Cover letter
- Resume/CV
- Three professional references

**To:**

Sam Marquez, Chief of Staff  
National American Indian Housing Council  
smarquez@naihc.net

Applications will be reviewed on a rolling basis until the position is filled.

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