



## **NATIONAL ASSOCIATION OF COUNCILS ON DEVELOPMENTAL DISABILITIES**

NACDD serves as the national voice of the 56 state and territorial Councils on Developmental Disabilities. We support Councils in implementing the Developmental Disabilities Assistance and Bill of Rights Act and promote the interests and rights of people with developmental disabilities and their families.

**Title: DIRECTOR OF PUBLIC POLICY**

**Location: WASHINGTON, D.C.**

As the Director of Public Policy, you will be responsible for the execution of strategies aligned with NACDD's strategic plan to advance NACDD public policy goals around support for people with developmental disabilities including but not limited to healthcare and Medicaid, education, and employment. Additionally, NACDD works to secure funding through the congressional appropriations process. Primarily, you work with the CEO to lead efforts in building the capacity of the 56 state and territorial developmental disability councils (DD Councils) in deepening their advocacy engagement to protect and improve the lives of people with developmental disabilities. You will also act as the lobbyist for NACDD on behalf of the Councils.

Secondarily, with support from communications and other staff, you will work with the DD Councils to generate public awareness to protect and enhance the civil rights of persons with developmental disabilities.

The Director of Public Policy develops and maintains relationships with Members of Congress and their staff, prepares testimony and other materials for congressional hearings, and uses other appropriate methods of communicating NACDD's views and position. The Director shall continually meet with key congressional offices that are especially important to NACDD in assisting with raising awareness about the work the Councils are doing to address the needs of individuals with developmental disabilities. These topics include but are not limited to appropriations, education, healthcare, Medicaid, and employment. The Director works with the DD Councils to assist the scheduling of meetings with their congressional representatives and advise them on how to engage with their congressional delegation.

In addition to congressional outreach, the Director of Public Policy will strengthen and foster relationships within the Executive Branch including the Administration on Intellectual and Developmental Disabilities within the Administration for Community Living, The HHS Office of

Disability, the White House Disability liaison, The National Council on Disability, Office of Management and Budget, and other federal agencies as appropriate.

The Director of Public Policy coordinates and conducts activities to develop NACDD policy positions and to educate NACDD members on policy issues. The Director acts as the staff liaison to NACDD's Public Policy Committee and coordinates the work of that committee. In addition, the Director provides analysis of the impact of federal legislation and regulatory changes for NACDD members and person with disabilities and their families in a timely fashion.

### **KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION**

An individual must be able to perform each essential duty listed below at a satisfactory level:

1. Lead efforts to collaborate with the 56 state and territorial developmental disability Councils in developing relationships with members of Congress and engages Councils as appropriate to support legislative and other policy work;
2. Build and manage relationships with Members of Congress and their staff to inform and educate them on the needs of people with developmental disabilities;
3. Write and distribute reports, articles, briefs and memoranda on issues related to people with developmental disabilities;
4. Spotlight and disseminate best practices and knowledge to state and territorial Councils;
5. Develop communication strategies using social media and the website to communicate NACDD's policy activities;
6. Organize, participate in, and conduct trainings, webinars, and conferences to build awareness and knowledge for Council Executive Directors, staff and Council members;
7. Represent NACDD in coalition activities and cultivate relationships with national disability partners;
8. Act as staff liaison and coordinate activities of the Public Policy Committee;
9. Other duties as assigned.

### **QUALIFICATIONS**

Minimum requirements include a Bachelor's degree and at least 5 years of advanced-level experience in a public policy advocacy. Familiarity with the DD Council network and federal policy is strongly preferred. Postgraduate degree beneficial. The role also requires knowledge of development and implementation of federal policy, advocacy skills and abilities; excellent verbal and written communication skills; an ability to multi-task in a fast paced environment, build and maintain relationships, work collaboratively; and excellent project management and Microsoft Office Suite skills. Social media skills are also preferred.

## HOW TO APPLY

To apply, please submit a cover letter and resume to Robin Troutman, Deputy Director, at [RTroutman@nacdd.org](mailto:RTroutman@nacdd.org).

Thank you for your interest in employment with NACDD. You will be contacted if your qualifications are a good match and you are selected for an interview.

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The National Association of Councils on Developmental Disabilities (NACDD) is the national association for the 56 Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration, and inclusion for all people in the United States with developmental disabilities.

NACDD seeks diverse, qualified professionals who want to make a difference in the world. If you are passionate about your work and desire to help others achieve enhanced education, income, and health, NACDD is the place for you.

NACDD is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, and other legally protected characteristics.

If you need a reasonable accommodation because of a disability for any part of the employment process, please e-mail [rtroutman@nacdd.org](mailto:rtroutman@nacdd.org) or call (202) 506-5813 and provide the nature of your request and your contact information.

NACDD is located in downtown Washington D.C. We offer competitive salary and excellent benefits including: health, dental, life, short-term and long-term disability, 401K plan, vacation, sick and personal leave, family sick leave, metro subsidy, and onsite gym.