



USET

SOVEREIGNTY PROTECTION FUND

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USET SPF SENIOR POLICY ANALYST

The USET Sovereignty Protection Policy (SPF) is an assertive, visionary advocacy organization in federal Indian policy at the federal level. The ideal incumbent will possess a strong understanding of U.S.-Tribal relations, the ability to work independently while being an integral part of a team, and a commitment to advancing Tribal sovereignty beyond the confines of the current body of federal Indian law and policy. The USET SPF Senior Policy Analyst will be responsible for monitoring, informing, and influencing Indian policy through collaboration with federal agencies, policymakers, and advocacy organizations, and through active engagement with both internal and external stakeholders. The USET SPF Senior Policy Analyst will play a primary role in the outreach and advocacy USET SPF conducts to protect, uphold, and advance the sovereign rights and authorities of member Tribal Nations. The incumbent must possess the knowledge and experience required to hit the ground running in an active organization.

Exempt/Non-Exempt and Salary Range:

The USET SPF Senior Policy Analyst is a full-time exempt position based in our DC office with a salary range of \$60,000 - \$85,000

Reporting Relationship:

The USET SPF Senior Policy Analyst is supervised by the Policy and Legislative Affairs Director.

Duties and Responsibilities:

1. Conduct advocacy on behalf of the collective interests of member Tribal Nations before all branches of the federal government, as well as other partners both within and outside of Indian Country. Develop and maintain an on-going communication between USET SPF and these entities.
2. Possess and develop expertise on policy and legislative issues of interest of USET SPF, including a strong understanding and appreciation for our organizational philosophy.
3. Monitor and identify developments in programs, policies, regulations and legislation that may require USET SPF attention and action.
4. Prepare talking points, testimony, comments, resolutions, technical reports, data analysis, and white papers on issues of importance to USET SPF member Tribal Nations.
5. Provide representation and/or technical support as needed at relevant meetings and conferences, including Congressional meetings and federal Tribal advisory committee meetings
6. Present and report upon USET SPF activities via conference call, newsletter, and in-person during USET SPF and other organizational meetings and conferences.
7. Provide limited assistance with the submission of USET funding proposals.
8. Perform other duties as assigned by the USET SPF Policy and Legislative Affairs Director.

Qualifications:

1. Minimum of a Bachelor of Science or Bachelor of Arts Degree in a relevant field from an accredited college or university that has equipped applicant with knowledge, skills, and abilities to perform duties of the position.
2. A minimum of three (3) years' experience working on federal Indian policy and/or with American

USET SPF Senior Policy Analyst

Date:

Indian/Alaska Native Tribal governments, as well as working collaboratively with diverse stakeholders, including tribal leaders, intertribal organizations, legislative staff, federal agencies, and non-governmental organizations.

3. A minimum of three (3) years' experience at the federal level, including, but not limited to, work for the U.S. Congress, a federal agency, or an intertribal organization. Federal and Indian Country experience may be combined where appropriate.
4. A strong understanding and appreciation for USET SPF's organizational philosophy and vision, including a commitment to and comfort with aggressive, assertive diplomacy on behalf of member Tribal Nations, and an interest in modernizing the relationship between Tribal Nations and the United States.
5. Must possess superior verbal/written communication, organization, presentation skills and analytical abilities.
6. Must have the ability to take direction, work independently, and take initiative within areas of responsibility while working in a team-oriented environment.
7. Experience with and enthusiasm for working in a fast-paced, dynamic, and high-pressure environment.
8. Cultural sensitivity/ability to work within the customs and traditions of various Tribal groups.
9. Ability to travel and work irregular hours as necessary.

USET/USET SPF is committed to Native American preference and is an Equal Opportunity Employer.