

- Position Announcement -

Public Policy Manager

National Association of Councils on Developmental Disabilities (NACDD)

Overall Job Description: NACDD is seeking a Public Policy Manager to oversee its work on disability policy issues including the reauthorization of the Developmental Disabilities Act, and other issues relevant to our membership, including but not limited to: health care, education, employment, transportation and housing. The Public Policy Manager will report to the Executive Director and works with the NACDD Public Policy Committee and Board of Directors, as well as representatives of 55 member Councils, to implement the Association's legislative and federal advocacy priorities and strategies. The Public Policy Manager helps to coordinate and conduct activities that educate NACDD members on policy issues and provides analysis of the impact of federal legislation and regulatory changes for its members and persons with disabilities and their families. The Public Policy Manager develops and maintains working relationships with Members of Congress and their staff; prepares testimony for Congressional hearings and uses other appropriate methods of communicating the Association's views and positions. The Public Policy Manager works with various organizations for the purpose of developing and coordinating advocacy efforts.

Required Knowledge and Skills: Demonstrated effectiveness in legislative advocacy as applied to the issues and concerns related to children and adults with developmental disabilities; knowledge of the federal legislative and executive regulatory process; knowledge of current developments in the field of disability policy, education, health and social services legislation as related to the work of DD Councils; excellent written and verbal communication skills with experience using electronic tools for information exchange and consensus building. At least a bachelor's degree in a field related to public policy, health, education, social services or law.

Preferred but not Required Knowledge and Skills: Familiarity with the capacity and activities of the State and Territorial Councils on Developmental Disabilities; experience in working with children and adults with disabilities and their families; experience working on Capitol Hill; advanced degree in related field (public policy, law, public health)

Benefits: Competitive salary based on experience; generous and comprehensive benefits package, including four weeks paid time off. Opportunity to be involved in a broad range of disability related issues, to work in a fast paced yet relaxed office atmosphere and to have the potential to truly make a national impact.

Closing Date: Applications are being accepted immediately and will continue to be accepted until the position is filled.

Application Procedures: Submit a letter of interest, resume, and contact information for 3 references via *e-mail only* to: Michael Brogioli, Executive Director, NACDD (mbrogioli@nacdd.org) and copy Office Manager Pat Brown (pbrown@nacdd.org). No phone calls please.

NACDD is an equal opportunity employer. Persons from diverse cultures and persons with disabilities are encouraged to apply. Please visit www.nacdd.org to learn more about the Association and its member Councils.

National Association of Councils on Developmental Disabilities
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