



## Public Policy Analyst

**The National Association for Latino Community Asset Builders (NALCAB)** is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI).

We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth and providing financial counseling on issues including credit building and homeownership.

***Our Mission:*** NALCAB works to strengthen the economy by advocating for policies that advance the economic mobility of Latinos.

### Essential Duties and Responsibilities

Under the direction and guidance of the Director of Public Policy the Public Policy Analyst will:

- Provide in-depth analysis of policy documents including regulations, agency guidance, legislation, draft legislative language among others and assist the Director of Public Policy in the strategic development of position papers and public responses.
- Conduct research and develop the content for fact sheets, policy briefs, presentations and materials that effectively communicate NALCAB's public policy position.
- Closely monitor policy developments affecting NALCAB members and the populations we serve to include strategically tracking legislation, regulatory agendas, the floor schedule in the U.S. House and U.S. Senate as well as key congressional committee activities including hearings and mark ups.
- Engage in strategic coalition advocacy and contribute to policy analysis to promote equitable economic policies. This includes attending coalition convenings and providing NALCAB public policy perspective, leading and/or contributing to coalition letters and the greater public policy dialogue.
- Assist in responding to external and internal inquiries for technical assistance from the policymakers, stakeholders, subgrantees and others including grant support, feedback on draft bill language and initiatives.
- Support and staff meetings with policy makers and stakeholders and members.
- Present NALCAB's public policy efforts at internal and external meetings and events.
- Serve as lead counsel on assigned specific policy issue areas in your portfolio.
- Examine the federal budget and appropriations legislation in terms of key funding streams supporting the NALCAB network.
- Lead the content development and production of the Public Policy newsletter.
- Support NALCAB's Public Policy Committee
- Some travel required
- Perform other duties as assigned



## Qualifications

- Bachelor's degree in public policy, political science, or related field.
- An understanding of the legislative and regulatory process
- Exceptional written, oral, interpersonal, and presentation skills.
- At least 3 years' experience working in a policy-centric field, as this not an entry level role.

## Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Location of Employment

This position is located in NALCAB's Washington, DC office. NALCAB has instituted a flexible hybrid schedule that allows for partial remote work along with a required day at the office. Core business hours are 9:00AM to 5:00PM ET whether working remotely or in the office.

## Position Type

Full-time

## Annual Compensation

Salary range \$64,000-\$79,000

## Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization.

## To Apply

Please email resume to:

[https://insperity.avature.net/en\\_US/careers/JobDetails?jobId=18514&source=indeed](https://insperity.avature.net/en_US/careers/JobDetails?jobId=18514&source=indeed)

## EEO Statement

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.