



Advocacy & Government Relations Manager

GENERAL DESCRIPTION

National Council For Adoption is seeking a full-time, dedicated, organized individual to assist in coordinating our educational outreach and policy initiatives about reducing the cost of adoption and ensuring families have the support they need post-adoption. The position will require working closely with Congressional offices, members of the adoption community, and NCFA's staff team. This position will work closely with and report to the President.

DUTIES AND RESPONSIBILITIES

- Meet with Congressional offices to educate them about issues leading to the high costs of adoption and help identify solutions to mitigate the costs.
- Field congressional office inquiries on adoption issues and relevant legislation
- Update and utilize NCFA's online action/advocacy tool and website advocacy information.
- Educate the adoption community and general public on NCFA's policy priorities, including ending unlicensed adoption intermediaries; promoting the adoption tax credit; adoption subsidies; and workplace support for adoption.
- Advise and support NCFA members and others in policymaking, appropriations language requests, and regulatory advocacy.
- Attending NCFA's annual adoption conference and meeting with attendees to help inform them about issues of NCFA's policy priorities.
- Work with NCFA team and external vendors to create educational and policy collateral (print, social media, video) that educates and advocates for changes that will reduce the barrier of cost for adoptive families.
- Coordinate meetings of a working group/coalition to help partner with other allied groups and to help galvanize grassroots support.
- Identify and pursue coalition-building and strategic communications opportunities.
- Conduct targeted media outreach to help raise public awareness.
- Craft, update, and edit information on NCFA's website related to adoption affordability and policy solutions to reduce the cost of adoption.
- Organize congressional briefings on adoption-related policy priorities.
- Coordinate an Advocacy Day in Washington, DC with the other members of the NCFA team.
- Other support, as necessary, to encourage the success of educating and advocating for NCFA's policy initiatives and other duties as assigned.

QUALIFICATIONS

The ideal candidate will possess many, if not all, of the following:

- Bachelor's degree.
- Background/experience and understanding of adoption-related issues.
- Experience and understanding of the policy-making process.
- Excellent organizational, planning, and management skills.
- Excellent verbal and written communication skills.
- Ability to collaborate effectively.
- Ability to create and work within schedule and deadlines and work independently in a multi-tasking environment.
- Strong computer skills; especially Microsoft Office.

Send your resume and cover letter to ncafa@adoptioncouncil.org to apply.