

Job Description
Director of Legislative Affairs
Council of State Administrators of Vocational Rehabilitation

Position Description: The Director of Legislative Affairs for the Council of State Administrators of Vocational Rehabilitation (CSAVR) will lead the Legislative and Policy work to advance disability inclusion and workforce innovation in the public vocational rehabilitation program. This position is a key contributor to fulfill the mission of CSAVR to maintain and enhance a strong, effective and efficient national program of public vocational rehabilitation which, in partnership with education, business, and the workforce system, empowers individuals with disabilities to achieve employment, economic self-sufficiency, independence inclusion, and integration into communities.

Under the general direction of the Chief Executive Officer (CEO) of CSAVR, the Director of Legislative Affairs shall:

- Advocate for and promote CSAVR's Operating Principles:
 - **Principle #1:** Innovating Solutions to achieve greater access to and use of vocational rehabilitation services resulting in the most effective outcome for our customers.
 - **Principle #2:** Building careers and retaining talent in America's workforce by investing expertise and resources to benefit our customers.
 - **Principle #3:** Customizing Services and Expertise that provide flexible supports and services to meet the workforce goals of our customers.
 - **Principle #4:** Leading and Engaging in Collaborative Strategies with our partners who are working with us to achieve greater collective impact at all system levels.
 - **Principle #5:** Committed to assuring the promotion of diversity, equity and inclusion for Black, Indigenous, People of Color and all who are legally protected from discrimination.
- Serve as the lead CSAVR staff on legislative and public policy activities with a focus on reauthorization of the Workforce Innovation and Opportunity Act, primarily Title IV, the Rehabilitation Act of 1973 as Amended, by preparing, organizing and delivering legislative summaries, position papers, and communications regarding CSAVR stance on all matters related to legislation and public policy.
- Cultivate and maintain relationships with Hill staff on the authorizing and appropriations committees for legislative statutes relative to CSAVR and its members.

- Respond directly to inquiries from Members of Congress, Hill staff, federal and state officials, advocacy groups, national organizations, and other partners.
- Provide updates to CSAVR members and others, as requested relative to legislative and other public policy activity and activities of other national organizations of interests to CSAVR members.
- Provide technical assistance to CSAVR members as appropriate, upon request.
- Assist the CEO in assuring that CSAVR maintains a high profile, a positive image and a positive working relationship with its members, Members of Congress and Hill staff, national organizations, state and local advocacy groups and organizations, federal and state officials and organizations, other partners and the general public.
- Create and file quarterly and semi-annual Lobby Reports for the CEO, CSAVR as an organization and as a registered lobbyist for CSAVR.
- Negotiate contracts for CSAVR 's national and Executive Committee meetings at the direction of the CEO, and in concert with the CSAVR Operations Manager, including the development of conference and meeting agendas and other duties relevant to hosting national events.
- Serve on advisory boards, work groups, task forces, and committees, at the national level, as appropriate, to represent and/or gather information on matters relevant to CSAVR and its members.
- Perform duties in concert with other members of the CSAVR team, as appropriate to achieve national goals.

Skills/Qualifications:

- Experience in executive, senior or leadership management.
- Excellent knowledge of the Rehabilitation Act and federal regulations, and the ability to read and interpret federal laws and regulations.
- Working knowledge of the Workforce Innovation and Opportunity Act is preferred.
- An understanding of Vocational Rehabilitation, the process, services and desired outcomes.
- Experience in working with Members of Congress, staff, governmental entities and national organizations is preferred.
- Experience with planning for and delivery of national conferences.
- Strong communications, critical thinking and interpersonal skills.

Official Domicile and Travel: The successful candidate will be domiciled in the Washington, DC metro area and work remotely from home. Considerable time will be spent working with Congress, staff and other national organizations headquartered in the Washington DC area. Frequent travel may be required at times.