

The VFW Washington DC Office has a position opening as described.

DEPARTMENT: National Legislative Service

JOB TITLE: Associate Director - DAMA

NATURE OF WORK:

Advance the Veterans of Foreign Wars of the United States (VFW) legislative priorities for disability assistance and memorial affairs. Meet with Administration and congressional officials, deliver testimony before congressional committees; influence congressional and federal officials to achieve VFW goals. Inform and update VFW and Auxiliary membership on veterans' issues and work with the VFW Action Corps to motivate VFW and Auxiliary membership to be involved in accomplishing the VFW's Legislative Priority Goals.

TYPICAL DUTIES AND RESPONSIBILITIES:

Analyze and advocate for federal legislation regarding toxic exposures, Department of Veterans Affairs (VA) disability compensation and pension, survivor benefits, memorial assistance benefits and programs, and VA life insurance programs to ensure it properly meets the needs of veterans, survivors, and their family.

Develop and maintain a thorough knowledge and understanding of disability assistance and memorial affairs programs as well as current issues to ensure effective implementation of short and long-term VFW legislative priority goals. Direct and conduct research, assist in the formulation of VFW goals and legislative mandates (resolutions) to effectively address veterans' needs.

Testify at congressional hearings, speak with and write to members of Congress and their staffs to formulate and advance VFW-supported legislation and defeat legislation that would harm service members, veterans, survivors, or their families.

Work with the VFW Action Corps to communicate on a regular basis with VFW and Auxiliary membership and motivate members to assist in advancing the VFW's legislative priority goals.

Research, prepare, write, and present congressional statements, position papers, magazine and newspaper articles, correspondence, speeches, etc.

Actively develop and maintain professional communication network on Capitol Hill and within the federal government.

Represent the VFW at public functions to advance VFW priority goals, cast credit on the organization, and further develop professional contacts and expertise. Address VFW groups and committees as well as other concerned group, organizations, and associations.

NATIONAL HEADQUARTERS

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Must be VFW member eligible to attend the National Convention as a member in good standing and represent the National Organization at regional or state meetings.

Superior skills in human relationship management, analysis, research, writing, and legislative procedure to achieve a strong, directed, and cohesive legislative advocacy effort.

Capacity for learning veterans' issues and Congress, public speaking on veteran related subjects, and the ability to set aside the incumbent's personal views to articulate the VFW's stance.

Excellent writing skills to provide accurate, concise, and readily understandable renderings of complex legislative language for dissemination and to carry out written assignments.

Familiarity with the federal legislative process, Veterans Benefits Administration, National Cemetery Administration, American Battle Monuments Commission.

Baccalaureate degree or equivalent and one to three years of direct experience.

SCOPE OF POSITION:

Position is Fair Labor Standards Act (FLSA) exempt.

Reports to the Director, National Legislative Service (NLS). Directly responsible for orchestrating and carrying out VFW actions in support of disability assistance and memorial affairs legislation. Discerns and recommends alternatives to the Director, NLS, as appropriate, pursues the advancement of VFW legislative goals on own initiative to include the preparation, presentation, or assignment of legislative research.

Position requires superior ability to analyze and immediately respond to complex legislative issues while testifying before congressional committees, in meetings with Administration Officials, and when providing responses to VFW membership; superior level critical thinking involved in analyzing complex legislation to discern relative merits and engage in long-term and strategic planning as well as realizing short-term goals.

WORKING CONDITIONS:

In the course of advancing VFW legislative goals, typical contacts are with members of congress and congressional staff, 25 percent of time; VFW staff and researching/writing deliverables on VFW and veterans' issues, 45 percent of time; VFW membership concerning veterans and VFW issues, 20 percent; and administration officials and other professional contacts concerning VFW goals, 10 percent of time.

Initiates and implements broad organizational priorities such as strategic planning, preparation in

presentation of congressional testimony, researching issues, and providing oral and written responses to congressional and VFW inquiries. This position functions within a normal office environment 80 percent of time and involves travel 20 percent of time for speaking engagements and VFW functions.

MAJOR ACCOUNTABILITIES:

Advance the VFW's legislative priority goals.

Ensure that VFW membership is informed of congressional activity and VFW positions.

Produce and review NLS research papers, articles, and letters to ensure high quality and conformance with VFW's position and policy.

Ensure that VFW's legislative mandates are accurately and effectively presented to Congress.

Assist in implementing VFW grassroots programs.

The above duties are general in nature and they are not intended to reflect all of the duties which may be required of the Associate Director of the VFW National Legislative Service.

Candidates will be subject to background checks covering criminal and employment.

*This position is not eligible for relocation assistance. *