

**Delta Regional Authority  
Position Description**

**JOB TITLE:**

Special Advisor for Congressional Affairs (SACA)

**POSITION SUMMARY:**

This position works under the Chief of Staff (COS) and liaises on behalf of DRA closely with Congressional staff (personal and committee) in developing working relationships and communicating DRA's legislative agenda. The SACA also prepares policy analyses for the Federal Co-Chairman (FCC) and COS on legislative and government policy issues affecting DRA's missions. Additionally, the SACA will monitor legislation determining DRA's authorization and funding and identify legislative options and opportunities for DRA.

**SUPERVISORY CONTROLS:**

The incumbent reports directly to the COS. The SACA plans and, with approval of COS, carries out DRA's day-to-day Congressional liaison activities. The COS assigns major projects in terms of DRA objectives and priorities and is available to support as necessary.

**SUPERVISION EXERCISED:** None

**POSITION LOCATION:** Washington, DC (In-region travel is required)

**QUALIFICATIONS:**

**Education:** A minimum of a Bachelor's Degree from a four-year accredited college or university in political science, public policy or a related field; graduate or law degree preferred.

**Experience:** Five years of experience in Congressional affairs required.

**OTHER REQUIREMENTS:**

1. Strong, existing relationships on Capitol Hill: both sides of the aisle and both sides of the Hill.
2. An understanding of legislative processes and the ability to track and monitor legislation.
3. Ability to multitask and prioritize projects,
4. Strong written and oral communication skills, which are readily adaptable to broad, diverse audiences.
5. Team player mindset with strong interpersonal and collaboration skills,
6. Ability to work in a fast-paced environment, and
7. Ability to travel as needed.

**COMPENSATION:** Compensation is based upon salary history, education, and experience.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain knowledge of concepts, principles, policies, and laws that deal with regionwide issues concerning DRA so as to provide program guidance to DRA staff.

2. Create and maintain strong working relationships with Congressional staff through regular communication and interaction.
3. Create and maintain strong working relationships with federal partners and association partners that support DRA's legislative agenda through regular communication, interaction, and partnership building.
4. Collect and analyze current, future, and past legislation for reporting and use by staff/leadership as directed by the COS.
5. Monitor and report information being discussed in Congress concerning DRA.
6. Assist in preparing policy briefings approved by the COS.
7. Prepare responses to a variety of correspondence and inquiries which may involve complex and sensitive matters through research and policy review.
8. Prepare draft policies, program regulations, procedures, and related guidance documents such as implementation instructions and policy fact sheets as directed by COS.
9. Perform other related duties as assigned by COS.

### **Equal Employment Opportunity**

The DRA is an equal employment opportunity employer. Employment decisions are based on merit and Authority needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. This policy affirms the DRA's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.

### **To apply**

Send resume and cover letter to [jobs@dra.gov](mailto:jobs@dra.gov). In the subject line, please state your name, position you're applying for, and date. No additional contact should be made via phone or personal staff emails. Please direct all questions and concerns to [jobs@dra.gov](mailto:jobs@dra.gov).