JOB DESCRIPTION

JOB TYPE: Full-time position working 40 hours/week

CLASSIFICATION: Exempt

REPORTS TO: National Service Director, Veterans Benefits & Policy

TITLE OF POSITION: Deputy Director, Government Relations

DESCRIPTION

With the general guidance of the National Service Director, Veterans Benefits & Policy, in accordance with BVA Board of Directors policies, the Deputy Director, Government Relations supports the National Service Director in developing the organization’s legislative programs; coordinating and monitoring advocacy and public policy activities; preparing and presenting congressional testimony, position statements and legislative proposals to represent the interests of blinded veterans. This position represents the interests of BVA and serves as a liaison between BVA and other organizations including; the Department of Veterans Affairs; federal agencies; Veterans Service Organizations; and other organizations of and for the blind. The Deputy Director, Government Relations also drafts and prepares articles and legislative updates for a variety of media while monitoring, assessing and analyzing legislative and executive activities—and the federal budget—for impacts on federally funded programs of interest to blinded veterans.

EDUCATION AND WORK EXPERIENCE

Bachelor’s degree or five years related work experience in advocacy for veterans or the blind and visually impaired. Excellent management, decision-making, leadership, oral and written communication skills. Able to work and travel independently with little supervision or assistance. A skilled and adaptive compromiser able to analyze statutory language and succinctly summarize its relevance and potential impact on veterans to various levels. Knowledge of legislative procedures, veterans’ programs and services, and benefits programs for the blind and physically disabled at all levels including civil rights laws affecting people with disabilities. Intermediate or higher skills in Microsoft Office, adaptive technology software and social media.

PREFERRED SKILLS AND EXPERIENCE

- Veteran of US Military Service with a discharge, time-in-service or medical retirement characterized on a DD-214 as Honorable (VA disability rating of 70% or higher a plus)
- Member or Associate Member of the Blinded Veterans Association
- Blind or Visually Impaired (graduate of VA Blind Rehabilitation a plus)
- Graduate degree in a social science, political science, public relations, allied health or related field (law degree a plus)

WORK STATION LOCATION

The Deputy Director, Government Relations position is located at the BVA Alexandria, VA National Office, and may be relocated to VA facilities in the DC Metro area. Local and national travel required.
ADMINISTRATIVE NOTES

This job description does not list all duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

This position is at-will. Either you or BVA may terminate employment at any time, for any reason.

Background checks by BVA and VA will be performed. Must be able to be accredited by VA Office of General Counsel as a VSO Representative, and be eligible for a VA PIV badge.

To be considered for this position, please submit resume, cover letter and 1-page writing sample in Microsoft Word format no later than December 19, 2022 via email to:

Donald D. Overton, Jr.
Executive Director
Email: doverton@bva.org
Subject: Deputy Director, Government Relations

The Blinded Veterans Association Is an Equal Opportunity Employer.