



**Job Title: Director of Legislative Affairs**

**Location: State of Arkansas / Remote**

**Reports to: Executive Director**

### **About Us**

Rally Point Nonprofit Council is a statewide network dedicated to supporting military personnel, veterans, first responders, and their families by strengthening the nonprofit organizations that serve them. Our mission vectors—collaboration, strengthen, mobilize, and prevail—guide our efforts to ensure nonprofit leaders have the resources, training, and advocacy they need to maximize their impact. Our website is [rallypointnc.org](http://rallypointnc.org).

### **Position Overview**

The Director of Legislative Affairs will lead and manage Rally Point's policy and advocacy efforts, ensuring that the voices of military, veteran, and first responder nonprofit organizations are heard in legislative and regulatory discussions. This position will report directly to the Executive Director and work closely with the Board of Directors to align advocacy efforts with the organization's strategic priorities.

The director will also secure opportunities for the Executive Director to engage with legislators, ensuring Rally Point serves as a leading voice in shaping policy that strengthens nonprofit leadership, funding opportunities, and operational effectiveness.

### **Key Responsibilities**

- Develop and implement a comprehensive legislative advocacy strategy to advance policies supporting nonprofit organizations serving military personnel, veterans, and first responders.
- Monitor and analyze federal and state legislation affecting nonprofit operations, funding, and leadership development.
- Serve as the primary liaison to policymakers, legislative staff, and government agencies, ensuring Rally Point's policy priorities are well-represented.
- Coordinate closely with the Executive Director, preparing policy briefings and securing speaking engagements with legislative leaders.
- Engage and advise the Board of Directors on legislative developments and policy priorities.
- Lead coalition-building efforts, partnering with other advocacy organizations, nonprofits, and industry leaders to strengthen policy influence.

- Develop and manage grassroots advocacy campaigns, including letter-writing initiatives, public testimonies, and community mobilization efforts.
- Prepare policy briefs, position papers, and reports to educate stakeholders and inform decision-makers.
- Train and support nonprofit leaders in advocacy strategies to navigate legislative processes effectively.

### **Compliance Considerations**

- As a 501(c)(3) nonprofit, Rally Point must comply with IRS regulations regarding lobbying and political activity. The Director of Legislative Affairs must:
- Ensure lobbying efforts remain within allowable IRS limits (either the “insubstantial part” rule or the 501(h)-expenditure test).
- Track and report on all lobbying activities to maintain compliance.
- Avoid any political campaign activities, including endorsing or opposing candidates.
- Focus advocacy efforts on nonprofit leadership, policy reforms, and funding access rather than direct financial benefits to Rally Point or its members.
- Prioritize public policy education and coalition-building to strengthen nonprofit impact while staying within legal boundaries.

### **Qualifications**

- Bachelor’s degree in Political Science, Public Policy, Nonprofit Management, or a related field. Master’s preferred.
- Minimum of 5 years’ experience in legislative advocacy, government relations, or nonprofit policy work.
- Strong understanding of nonprofit operations, military and first responder issues, and public policy.
- Demonstrated ability to build relationships with legislators, policymakers, and coalition partners.
- Excellent written and verbal communication skills, with experience in public speaking, legislative testimony, and policy brief development.
- Proven ability to develop and execute grassroots advocacy campaigns.
- Experience working with legislative tracking tools, policy analysis, and coalition-building.

### **How to Apply**

Please submit your resume and cover letter outlining your qualifications and fit for the role to [jeff@rallypointnc.org](mailto:jeff@rallypointnc.org).

**Rally Point Nonprofit Council is an equal opportunity employer.** We celebrate diversity and are committed to creating an inclusive environment for all employees.