



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COUNCIL OF THE DISTRICT OF COLUMBIA

## POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: <b>CDC-25-0318</b>	POSITION TITLE: <b>Legislative Director/Committee Director</b>
OPENING DATE: <b>March 18, 2025</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>100,000 - 125,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>At-Large Councilmember Robert White</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

This position is **NOT** in a collective bargaining unit.

### POSITION OVERVIEW:

The Office of Councilmember Robert White (D, At-Large) seeks a dynamic and strategic Legislative Director who will also serve as the Housing Committee Director. This dual-role position requires a forward-thinking leader to oversee the Councilmember's comprehensive legislative agenda while managing the Committee on Housing's legislative, oversight, and budget activities. The ideal candidate will integrate the Councilmember's overarching goals and strategies across both personal and committee legislative initiatives, ensuring alignment and impactful policy outcomes. This position reports directly to the Chief of Staff and works closely with the Councilmember to shape and execute a cohesive legislative vision.

### DUTIES AND RESPONSIBILITIES:

#### 1. Strategic Legislative Leadership

- Shape and execute the Councilmember's legislative strategy, ensuring alignment with overarching goals for social justice, equity, and measurable impact.
- Integrate Housing Committee priorities with the Councilmember's broader legislative vision, fostering a cohesive and unified agenda.

- Collaborate with the Chief of Staff in setting legislative priorities and developing a comprehensive strategy for the office's legislative and oversight agenda.
- Serve as a thought partner to the Chief of Staff and Councilmember, offering insights and recommendations on legislative approaches and challenges.

## 2. Housing Committee Leadership

- Lead the Housing Committee's oversight and legislative agenda and shepherd housing-related legislation through the legislative process, from drafting and stakeholder consultation to hearings, markups, and final passage.
- Coordinate with the Chief of Staff to ensure legislative initiatives reflect the Councilmember's policy objectives and office priorities.
- Collaborate with the Communications Director and Deputy Directors to align legislative messaging and priorities across the office.
- Manage performance and budget oversight processes for agencies under the Committee's jurisdiction, ensuring adherence to the Councilmember's priorities.

## 3. Policy Development and Analysis

- Conduct and oversee policy research to inform legislative, oversight, and budget decisions.
- Draft and review legislative text, amendments, committee reports, and memos, ensuring accuracy and strategic alignment.
- Monitor legislation and policy developments within the District and at the federal level to identify opportunities for alignment or advocacy.

## 4. Stakeholder Engagement

- Serve as the primary liaison for high-profile policy initiatives, representing the Councilmember in meetings with stakeholders and government officials.
- Cultivate relationships with government officials, advocacy organizations, community groups, and other stakeholders to build support for legislative initiatives.
- Represent the Councilmember at meetings, hearings, and events, articulating policy positions and gathering stakeholder input.
- Coordinate with the Communications Director to amplify legislative priorities through media and public engagement.

## 5. Team Leadership and Development

- Manage and mentor the legislative team, fostering a culture of collaboration, accountability, and professional growth.
- Ensure regular communication with the Chief of Staff to provide updates on legislative progress, challenges, and team dynamics.
- Provide guidance to team members on policy development, stakeholder engagement, and legislative drafting.
- Ensure alignment and coordination across the office on legislative initiatives, particularly those involving multiple team members.

6. Crisis Management and Problem-Solving

- Develop and implement strategies to address emerging policies or political challenges effectively.
- Coordinate rapid responses to urgent legislative or oversight matters, ensuring timely and well-considered actions.

**SKILLS AND QUALIFICATIONS:**

1. Strategic Thinking:

- Ability to synthesize complex policy issues and develop long-term legislative strategies that align with broader goals.

2. Leadership and Management:

- Proven ability to lead and mentor teams, fostering an environment of innovation and collaboration.

3. Policy Expertise:

- Demonstrated expertise in legislative drafting, policy analysis, and budget oversight, with a particular focus on housing and equity issues.

4. Communication:

- Exceptional written and verbal communication skills, with the ability to convey complex ideas to diverse audiences.

5. Stakeholder Engagement:

- Strong interpersonal skills and the ability to build and maintain relationships with a wide range of stakeholders.

6. Adaptability:

- Comfortable navigating a dynamic political environment and managing multiple priorities simultaneously.

7. Technical Proficiency:

- Proficient in legislative tracking software, Microsoft Office Suite, and constituent management tools.

**PERFORMANCE ENVIRONMENT:**

The Legislative Director / Housing Committee Director will work in a fast-paced and high-stakes environment, requiring evening and weekend availability to respond to emergent issues or attend events. The position offers opportunities for professional growth and the chance to make a meaningful impact on the lives of District residents.

## HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include "LEGISLATIVE DIRECTOR/ COMMITTEE DIRECTOR" in the subject line.
- Please submit application package materials to Shanel Wilson, Deputy Chief of Staff, at [Swilson@dccouncil.gov](mailto:Swilson@dccouncil.gov)-- include in the header Legislative Director.
- NO PHONE CALLS, please. Applicants will only be notified if granted an interview.

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### DOMICILE REQUIREMENT:

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

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### SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

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### DRUG-FREE WORKPLACE:

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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### EEO Statement:

The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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