



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0112	POSITION TITLE: Legislative Director
OPENING DATE: January 12, 2026	CLOSING DATE: Open until filled
SALARY RANGE: \$110,000 - \$120,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm Weekend and Evening availability required
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Wendell Felder
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

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

POSITION OVERVIEW:

The Office of Ward 7 Councilmember Wendell Felder is seeking to hire a Legislative Director to lead and manage the legislative activities of the Councilmember's office. The Legislative Director plays a pivotal role in shaping the Councilmember's legislative agenda, providing expert analysis and strategic advice to advance policy initiatives, and ensuring the effective execution of legislative, budgetary, and oversight responsibilities. This position involves drafting and reviewing legislation, tracking legislative developments, and preparing the Councilmember for public hearings, committee meetings, and other legislative engagements. Additionally, the Legislative Director serves as the office's primary legislative liaison, working collaboratively with government officials, community stakeholders, and advocacy groups to address key issues and drive impactful policy outcomes.

DUTIES AND RESPONSIBILITIES:

- **Legislative and Agency Expertise:** Serves as the primary legislative advisor to the Councilmember, with subject-matter knowledge of District agencies, boards, commissions, and programs within the Councilmember's portfolio and committee assignments.
- **Policy Research and Analysis:** Conducts policy, legal, and programmatic analysis to support the Councilmember's legislative, oversight, and budget responsibilities, including preparation for hearings and markups.
- **Legislative Drafting and Preparation:** Drafts bills, resolutions, amendments, oversight questions, opening statements, talking points, and briefing materials for Council and committee proceedings.

- **Legislation Monitoring and Strategy:** Tracks legislation, amendments, and emerging policy issues before the DC Council; provides timely strategic guidance on legislative positions, impacts, and next steps.
- **Intergovernmental and Stakeholder Engagement:** Coordinates with Executive Branch agencies, other Council offices, community stakeholders, advocates, and industry representatives on legislative and oversight matters.
- **Budget and Fiscal Analysis:** Analyzes operating and capital budgets, fiscal impact statements, and performance data for District agencies and programs; supports budget hearings, amendments, and negotiations.
- **Constituent and Public Inquiries:** Responds to legislative-related inquiries from constituents, advocacy organizations, and external stakeholders with accuracy and professionalism.
- **Staff Supervision and Development:** Supervises, mentors, and reviews the work of legislative staff and students, ensuring high-quality analysis, compliance, and professional development.
- **Availability and Additional Duties:** Maintains availability for evening and weekend Council meetings, hearings, and community events as needed; performs other duties in support of the Councilmember's legislative agenda.

SKILLS AND QUALIFICATIONS:

Preferred Qualifications

- J.D. required. Applicants must be an active member in good standing of the bar of the District of Columbia or eligible to waive into the District of Columbia Bar.
- At least two (2) years prior demonstrated experience in legislative analysis, drafting, public policy, and/or advocacy.

Competencies Required

- **Legislative & Policy Leadership:** Demonstrates advanced knowledge of legislative processes, parliamentary procedure, and public policy development. Leads the drafting, analysis, and negotiation of legislation, amendments, and policy proposals. Provides strategic guidance to elected officials on legislative priorities, political considerations, and policy impacts.
- **Strategic Agility & Adaptability:** Adapts quickly and effectively to shifting priorities, political dynamics, and time-sensitive demands. Maintains high performance while managing multiple complex assignments under pressure. Embraces innovation and continuous improvement to enhance legislative outcomes and operational effectiveness.
- **Accountability & Results Oriented:** Takes full responsibility for delivering high-quality legislative products and meeting deadlines. Proactively identifies risks, anticipates challenges, and implements solutions before issues escalate. Continuously assesses and improves individual and team performance to advance the Councilmember's policy agenda and office goals.
- **Effective Communication & Stakeholder Engagement:** Communicates clearly, persuasively, and professionally with diverse audiences, including elected officials, agency leadership, advocates, and constituents. Produces clear, concise, and well-reasoned written materials such as legislation, policy memos, testimony, and briefing documents. Demonstrates strong listening skills and tailors messaging to technical, political, and public audiences.
- **Work Planning & Organizational Management.** Organizes and prioritizes work in a structured and efficient manner. Manages legislative calendars, workflows, and deadlines with precision. Allocates time and resources effectively, coordinates across teams and agencies, and ensures accuracy and

timeliness in all deliverables.

- **Judgment:** Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before making a decision.
- **Organizing Work:** Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- **Research:** Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high-paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct it when it may arise.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include “**Legislative Director**” in the subject line.
- Please submit application package materials to Chief of Staff, Dr. Delia Houseal at dhouseal@dccouncil.gov.
- **NO PHONE CALLS**, please. Applicants will only be notified if granted an interview.

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.)

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.

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.

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.
