POSITION DESCRIPTION

Job Title: Director of Government Affairs
Organization: LeadingAge Minnesota
Reports To: Vice President of Advocacy
FLSA Status: Exempt

Position Summary: As the Director of Government Affairs, you will build and maintain relationships with elected officials, legislative staff, state agencies, association members, and other stakeholders to advance the association's legislative priorities. Working collaboratively with the association's policy experts, leadership team, and members, the Director translates complex policy issues into effective advocacy strategies, identifies opportunities to influence legislative outcomes, and mobilizes support for the association's priorities. The Director also provides a leadership role advising the Association's political action committee.

This position is a high visibility role for the organization; the Director should possess strong political judgment, a sophisticated understanding of Minnesota's legislative process, exceptional relationship-building skills, and the ability to navigate complex and sometimes competing interests.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Under the direction of the VP of Advocacy, represent LeadingAge Minnesota and our members before the state legislature, administrative agencies, and during coalition and stakeholder meetings to successfully meet the Association's strategic goals and legislative agenda.
- Serve on the public affairs team by leading and executing the association's direct lobbying responsibilities including representation at the Capitol, production of advocacy resources including public testimony and legislative materials.
- Advise and contribute to content for communication vehicles, such as action alerts, issue briefs, and articles to educate and mobilize members in support of advocacy efforts.
- Serve as a staff liaison to relevant LeadingAge MN committees, the association's political action committee, and work groups, and in partnership with the VP of Advocacy, provide advice and counsel to the LeadingAge MN Board of Directors on policy issues impacting the membership.
- Oversee the association's bill and issue tracking and support development of research and policy analysis in support of legislative and/or policy priorities.
- Supervise and manage government relations contractors and be accountable for the association's reporting and compliance with the state campaign finance board.
- Lead execution of the association's day(s) at the Capitol, and support grassroots activities across the state.
- Provide counsel and technical assistance to association members in areas of advocacy and government relations

Competencies: To perform the job successfully, an individual should demonstrate the following:

Achievement Focus - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; sets and achieves challenging goals; takes calculated risks to accomplish goals.

Impact & Influence - Achieves win-win outcomes; addresses divergent opinions; displays ability to influence key decision-makers; pursues and wins support for ideas; uses authority appropriately to accomplish goals.

Job Knowledge - Competent in required job skills and knowledge; displays understanding of how job relates to others; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; uses resources effectively.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions; supports and explains reasoning for decisions.

Oral Communications - Demonstrates group presentation skills; listens and gets clarification; participates in meetings; responds well to questions; speaks clearly and persuasively.

Problem Solving - Develops alternative solutions; gathers and analyzes information skillfully; identifies problems in a timely manner; resolves problems in early stages; works well in group problem-solving situations.

Strategic Thinking - Adapts strategy to changing conditions; analyzes market and competition; develops strategies to achieve organizational goals; identifies external threats and opportunities; understands organizational strengths and weaknesses.

Team Leadership - Acknowledges team accomplishments; defines team roles and responsibilities; ensures progress toward goals; fosters team cooperation; supports group problem solving.

Written Communications - Edits work for spelling and grammar; presents numerical data effectively; varies writing style to meet needs; writes clearly and informatively.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Has a Master's degree (M.A.) or equivalent, or four to ten years related experience and/or training, or equivalent combination of education and experience.

Language Ability:

- Has the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Has the ability to write reports, business correspondence, and procedure manuals. Has the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

- Has the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Has the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Has the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Has the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Microsoft Office, including Word, Excel, PowerPoint, Outlook, and Teams.
- Web-based meeting and webinar platforms, including Zoom, Sky or Slack Communication
- Google Docs, Sheets, etc.

Certificates and Licenses: Must obtain and maintain registration with the MN Campaign Finance Board

Supervisory Responsibilities: Directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, including hiring, coaching, performance management, and overall team leadership.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is regularly required to stand, walk, and use hands or fingers to handle or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Special vision requirements for this position include close vision (clear vision at 20 inches or less).

Additional Information:

- At least 5 years of direct experience in Minnesota legislative affairs; subject matter expertise with health and human services policy and budget areas is highly desired.

- In-state travel will be required.
- This individual will be required to be a registered lobbyist in Minnesota and will be responsible for managing the association's campaign finance reporting.
- Experience working with member/trade associations is preferred.
- Must be willing to travel and work some evenings and weekends.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature	**Date**
PRINT: Employee Name	
ACKNOWLEDGED: Supervisor/Manager Signature	**Date**