

## ASSOCIATION OF WASHINGTON BUSINESS

### Position Description

Position:	Government Affairs Director for transportation, land use, telecom, and rural vitality.
Position Status:	Exempt
Supervision:	Vice President of Government Affairs
Salary Range:	\$110,000 - \$135,000 DOE/DOQ

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#### **Position Purpose**

This position is responsible for legislative and regulatory advocacy on behalf of our members. This position provides facilitation of relevant government affairs policy committees. The position supports the AWB Institute in the development and implementation of priorities and policies in subject matters related to this position. This position provides support and coordination with AWB Member Services, Events, Communications, and the AWB Grassroots Alliance.

This position requires strong project management skills, the ability to manage multiple projects at once and complete activities in a timely manner.

#### **Performance Expectation**

- Develop and maintain a working understanding of the legislative and regulatory needs of all our members, including a broad spectrum of employers ranging from those who are actively engaged in the political process to those that rely more heavily on our staff to advocate on their behalf.
- Effective legislative and regulatory advocacy engagement.
- Effective engagement with AWB Institute project partners.
- Strong facilitation skills to effectively engage in the government affairs policy committees.
- Exceptional interpersonal communication and collaboration skills and the ability to work professionally with legislators, legislative staff, agency staff, other stakeholders and, most importantly, with our members.
- Effective verbal communication skills to conduct large and small presentations and effective writing skills to present concise narrative reports.
- Strong time management and project management skills to work effectively in coordination with all AWB departments and the Grassroot Alliance to advance organization's multiple efforts and programs.

#### **Job Description**

The Government Affairs Director exercises independent judgment or discretion in completing duties that include, but are not limited to:

- Develop and maintain a working relationship with diverse cross-section of our members, including those who regularly engage in the political process and employers who rely on our staff to advocate for them.
- Facilitate AWB Government Affairs policy committees.
- Provide legislative and regulatory advocacy.
- Analyze proposed legislative actions, identify potential impacts on our members, and facilitate the development of engagement strategies to achieve advocacy goals.
- Provide testimony on behalf of AWB and facilitate testimony provided by AWB members.
- Coordinate internally with AWB's Government Affairs team to ensure consistency in external communication and actions.
- Coordinate advocacy efforts with Grassroots Alliance to build and deliver outreach to selected legislators.
- Support federal affairs efforts.
- Actively support the AWB Institute on appropriate subject matter issues at the state and regional levels.
- Complete other duties, as assigned by your supervisor.

### **Qualifications**

- A bachelor's degree, with a preference for a degree in public policy, psychology, or communications. Post-graduate degree is preferable.
- Preference given to candidates with legislative experience with a preference for work in direct advocacy.
- Preference given to candidates with subject matter experience with a preference for work in budget or policy development.
- Preference given to candidates with business or business association experience.

### **Salary & Benefits**

- \$110,000 - \$135,000 DOE/DOQ
- Medical, dental, and vision insurance
- Disability insurance
- 401(k)

### **Submissions**

The position will remain open until filled.

Please submit a cover letter, resume, and three references to Dave Mastin, Vice President, AWB Government Affairs, at [DaveM@awb.org](mailto:DaveM@awb.org)