

## **Director of Government Affairs**

The XYZ Association (XYZ) is seeking a Director of Government Affairs to join our team. We are looking for a highly motivated individual that values commitment to quality, initiative and the delivery of value and services to our members. Bring your dedication and commitment to teamwork along with your positive attitude to the XYZ.

As the Director of Government Affairs you will be responsible for implementing legislative and regulatory initiatives and grassroots activities of the Association. You will monitor and manage all legislative and regulatory affairs activities and work to develop and enhance relationships between members, our lobbyist, legislators, and other government agencies. You will coordinate and direct the Association's grassroots advocacy network, assisting members in communicating with their legislative representatives. You will develop and draft key messages and materials to address legislative issues (action alerts, member communications etc.), research topics of legislative interest and develop position papers on legislative topics.

### **Job Requirements**

Education, training, experience:

The ideal candidate will have a minimum of a Bachelors degree and at least 3 years experience in government relations, preferably within a member-based association. The ideal candidate will further have demonstrated experience in building relationships with members, as well as with government and industry stakeholders. The candidate needs to possess a unique combination of government relations experience, strong member services skills, reliability, professional demeanor, attention to detail, and advanced verbal and written communications skills.