

JOB DESCRIPTION

Government Relations Director
Exempt

DEPARTMENT: Government Relations

Reports to: Senior Vice President, Government Relations

Part 1: Position Summary

Promotes the Association's policy positions before Congress and executive branch agencies on issues affecting the operations of the Association's members through issue identification and monitoring, and strategy development, coordination, and execution.

Part 2: Duties and Responsibilities

- Advocates the Association's views on particular issues to Members of Congress and their staffs.
- Establishes and maintains relationships with Members of Congress and their staff, as well as Committee staff.
- Monitors legislative and regulatory activities of interest to Association members.
- Briefs APPA committees and communicates with members on legislative and administrative issues.
- Attends congressional and executive branch hearings and meetings.
- Strategically seeks and creates opportunities to advance Association objectives.
 - Drafts legislation, amendments and other legislative material as required.
 - Drafts speeches, statements, position papers, and correspondence, as appropriate.
 - Represents Association at meetings of outside groups and coalitions.
- Speaks at meetings of the Association's members on legislative and political issues.
- Attends congressional receptions for Association's political action committee.
- Conceives and develops program topics for the Association's workshops and conferences, including Legislative Rally, National Conference, and utility education courses.
- Identifies and anticipates legislative and regulatory activities of interest to the Association's members.
- Develops, directs, and advises senior staff on strategies to achieve policy objectives.
- Coordinates activities with Communications, Engineering Services, Regulatory Affairs, and other APPA departments.
- Coordinates and directs the Association's working groups and task forces, as appropriate. Also speaks on behalf of the Association to the media, as appropriate.

Part 3: Qualifications

- Minimum of a bachelor's degree from 4-year college or university with coursework in related disciplines such as communications or political science.
- Five to seven years of relevant job experience; preferably Congressional or Regulatory experience.
- Ability to work flexible hours, and able to manage completing deadlines and prioritizing work objectives in area of expertise with moderate supervision.
- Knowledge of and thorough understanding of the legislative process, government relations, or law.
- The ability to articulately and effectively communicate and advocate, both orally and in writing, APPA policies and positions to a variety of audiences including Members of Congress, congressional staff and executive agencies and pursue opportunities to advance Association views and objectives.
- Strong familiarity with issues that impact the electric utility industry.
- Ability to develop, coordinate, and execute legislative and regulatory activities, such as legislation and amendments in Congress and regulations, policies and processes with federal agencies.