



## **Policy and Government Affairs Manager**

### **Position Summary**

The Policy and Government Affairs Manager is responsible for administering and maintaining policies and objectives involving local, state, and federal government affairs. Responsibilities include shaping and advocating for our Agency's policy priorities and representing the Agency's interests to government officials, legislators, regulators, and other key stakeholders. The Policy and Government Affairs Manager must have a deep understanding of policy issues, legislative processes, and governmental relations along with strong communication, strategic planning, and negotiation skills.

### **Required Education & Experience**

- Bachelor's Degree in Public Administration, Business Administration, Political Science, or a related field.
- Minimum of 3 years of experience in government affairs, policy analysis, lobbying, or related experiences.

An equivalent combination of training and experience that provides the required skills, knowledge, and abilities for this position may be considered.

### **Required Knowledge, Skills & Abilities**

- Maintain working knowledge of the changing political environments, policy priorities, and Agency, Board, and customer expectations.
- Ability to analyze existing and proposed policies and evaluate their effectiveness and make recommendations.
- Assess the potential impact of proposed policies and regulations on the Agency and industry.
- Ability to negotiate with stakeholders, build consensus, and resolve conflicts to achieve policy goals.
- Knowledge of political landscape, including political dynamics, and potential obstacles to policy objectives.
- Ability to manage unexpected developments that may impact the Agency's reputation or policy objectives.
- Ability to demonstrate integrity, transparency, and ethical behavior in all interactions and decision-making processes.
- Ability to effectively manage projects and timelines related to policy initiatives and advocacy efforts.
- Ability to communicate effectively (verbal and written).
- Ability to operate with a high degree of autonomy, taking initiative and making decisions in a fast-paced and dynamic environment.

### **Essential Duties**

- Effectively work with the Executive Director to develop and communicate the Agency's short and long-term public policy agenda.
- Research, analyze, and monitor legislative and regulatory developments at the local, state and federal levels.
- Assess the potential impact of proposed policies and regulations on the Agency.
- Develop and implement advocacy strategies to advance the Agency's interests and objectives.

- Build and maintain relationships with government officials, policymakers, industry associations, and other stakeholders.
- Represent the Agency in meetings, hearings, and other forums with government officials and policymakers.
- Collaborate with internal teams to develop policy positions and advocacy campaigns.
- Prepare written materials, including policy briefs, position statements, and testimony for hearings.
- Monitor and participate in industry coalitions, working groups, and other collaborative efforts.
- Track and report on legislative and regulatory developments to internal stakeholders.
- Stay informed about emerging issues and trends in the industry and their potential implications for the Agency.
- Approve invoices in a timely manner in accordance with Florida Statute.
- Ensure the procurement process is followed for all purchases of goods and services.
- Create an atmosphere that facilitates the Agency's goals and decisions through mutual respect, honesty, and consideration of others.
- Ensure Agency policies are administered in a fair and consistent manner.
- Ensure all policies are administrated within ethical and legal standards.
- Any other duties as assigned.

### **Special Requirements, Licenses & Certifications**

- Possession of valid Florida Driver's License and ability to maintain a safe driving record in order to operate GMX vehicles for business purposes.

### **Working Conditions & Required Physical Abilities**

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers in order to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and use and operate various office equipment; such as, but not limited to personal computer, calculator, copy and fax machines. It may involve extended periods of time seated at the keyboard or workstation. It may involve some lifting, carrying, pushing and/or pulling of materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

**Salary Range: (Exempt) \$77,000 – \$107,000 Annual**

**Full Time / Non-Remote**