

# Virginia Agribusiness Council

## Position Description

### POSITION TITLE

Director of Government Affairs

### POSITION SUMMARY

The Director of Government Affairs provides leadership and staff assistance in all aspects of public policy, develops and monitors regulations and legislation, attends and participates in legislative and regulatory meetings, engages members in activities, communicates actions with members, prepares and delivers presentation material and testimony, assesses impacts of public policy on Council members, and develops and implements strategies approved by the Council. The Director of Government Affairs supports the Council through solicitation of new members and retention of the current membership and provides staff assistance with all activities and operations of the Council as needed.

### EDUCATION, CREDENTIALS AND TRAINING

- Bachelor's Degree required, preferably in an agribusiness-related field or political science.
- Related or similar work experience preferred.
- Affinity with the agribusiness industry required.
- Knowledge of political, legislative, and regulatory processes preferred.

### QUALIFICATIONS

- Needs to be self-motivated, a team player, and consensus builder.
- Excellent people, organization, communication, and strategic thinking skills.
- Must favorably convey a positive, professional image of the organization at all times.
- Ability to work on and manage a variety of projects simultaneously.
- Must possess the ability to safeguard information of a confidential nature.
- Proficiency in the use of current information technology skills (i.e. Microsoft Office applications, social media, etc.)
- Must be available to travel and work unusual hours, as needed.

### ORGANIZATIONAL RELATIONSHIP

- A. The Director of Government Affairs reports to the Council Executive Director. The position is based in Richmond.

## **JOB DUTIES AND RESPONSIBILITIES**

- A. Legislative/Regulatory/Communications Services- Works in concert with the Executive Director to provide effective, efficient, and high-quality results (primarily on the State level) on behalf of the membership. Specific duties may include:
1. Cultivates and maintains positive relationships with the executive and legislative levels of government.
  2. Monitors specific issues through the legislative and regulatory processes including assisting in the development and implementation of strategy, ongoing monitoring, and communication with others involved in the process.
  3. Work with the Director of Member Services and Events to monitor and proactively respond to legislative and regulatory issues affecting the membership.
  4. Maintains contact with membership so as to identify issues and apprise them of issue status. Accomplishes this through attendance at member and industry coalition meetings, individual contacts, newsletters, and correspondence.
  5. Coordinates State Policy and National Policy Development Meetings. Develops formal statements of State and National policy for approval by the membership.
  6. Coordinates membership meetings with Congressional delegation in Washington, D.C. or in congressional districts.
  7. Coordinates and conducts member activities during General Assembly.
  8. Drafts communications promoting the agribusiness industry through government relations activities so as to improve the public's knowledge and appreciation of the importance of agribusiness and enhance the industry's image.
  9. Assists staff with logistical support in preparation and coordination of the Council's activities and events including, but not limited to, the following:
    - a. Annual Appreciation Banquet
    - b. Annual Meeting
    - c. Golf Tournament
    - d. Sporting Clays Tournament
    - e. Town Hall/Membership Meetings
- B. Membership and Funding
1. Assists the Director of Member Services in attracting new members, selling memberships and growing the Council's membership base.
  2. Assists in communications with the Council membership and soliciting their involvement in Council activities.

3. Assists in the identification of new funding sources and retention of current funding.

C. Administration

1. Assists in preparation for and attends meetings of the Board, Executive Committee, and other Committees.
2. Provides staff support and management of the External Relations Committee.
3. Assists in the administrative operations of the organization, meets internal control guidelines, and provides support under the direction of the Executive Director.

D. Other

1. Employee is not expected to have any direct supervisory responsibilities.
2. Performs any and all other duties as may be assigned.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

**POLICY AND DECISION MAKING**

Within parameters set by the membership, determines which legislative and regulatory issues to support and oppose. Develops and implements the most effective strategy for achieving the greatest success on those issues. Within approved budget guidelines, determines the most effective use of government relations funds and expenditures for government relations activities.

This position is a bona fide executive position under the provisions of the Fair Labor Standards Act and is considered to be an exempt position in relation to wage and hour regulations.