



## Manager - Policy & Government Affairs

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### Nature of Work

This is a professional, senior level policy position managing the Council's policy agenda related to its mission of promoting balanced and responsible growth throughout the Atlanta Region and State of Georgia. The Council delivers its mission through the platforms of Advocacy, Information and Education. The Manager of Policy and Government Affairs reports to the President & CEO of the organization and is responsible for a proactive policy agenda and work plan set to further the Council's mission and accomplish the goals outlined by the Board of Directors. The Manager monitors, industry issues and trends, political and legal actions, participates in local, regional and state level public policy discussions and works to promote and insure outcomes that will provide a solid economic and physical infrastructure for quality growth and robust economic prosperity.

### Primary Responsibilities:

- Work includes formulating, developing and communicating positions related to infrastructure planning, legislative initiatives, regulatory issues, land use, transportation and environmental planning policies. Works closely with member volunteers as a resource for developing policy positions. Conducts research, analysis and interpretation of data pertinent to the formation of policy positions and advocacy strategy.
- Assists President & CEO by serving as an economic development industry spokesperson to build consensus on growth policies, regulations and legislation. Responsible for building and strengthening relationships with elected officials, citizen advisory groups and policy makers, especially on regional and state levels. Build coalitions on common issues with other industry, business and environmental organizations.
- Articulate through written and verbal communication positions and technical aspects of the issues under consideration. Assist in development of message points on policy positions for President & CEO and Officers of the Council for speaking with media and elected officials.
- Monitor, attend, participate and report on a variety of local, regional and state public meetings and stakeholder groups. (For example, County Board of Commissioners, City Councils, GA EPD, DNR, DOT, DCA, GRTA, MNGWPD, MACOC, ARC)
- Work with President and CEO to develop and execute the Council's legislative agenda at the Georgia General Assembly. Serve as the lead lobbyist for the Council, use strategic partnerships and existing relationships to further the standing of the organization on a State-wide level.
- Assist President & CEO with strategic contacts and building relationships, including other industry organizations and government agencies. Represent the Council and the growth industry to the public via speaking engagements and other community activities.
- Prepares and delivers reports and coordinates committee meetings on a variety of issues related to government affairs, planning and development, transportation, public utilities, and environmental planning.
- Monitor time sensitive information to membership and external committee coordination. Prepare monthly briefings to include in newsletter, web-site updates and member communications on critical and time sensitive issues.
- Provide programmatic assistance for Quality Growth Institute educational offerings and program briefings on relevant policy and regulatory issues.
- Manage assigned local advisory committees and advocate the Council's position on local growth policy issues before local government bodies and with staff as required

## **Knowledge, Abilities and Skills Required**

- Knowledge of: Federal, State, Local laws and regulations; and business practices related to growth and development. Practical experience in the application of such regulations is advantageous.
- Ability to plan, organize and manage projects utilizing volunteers and staff.
- Strong diplomatic and public relations skills in highly charged situations.
- Self-starter with skill in establishing priorities, working on multiple tasks and ability to work independently.
- Ability to establish and maintain positive and credible working relationships with Council membership, local, regional and state government, planning organizations, business organizations and strategic industry associations.
- Ability to raise organization's visibility, credibility and profile in the region and state, building contact network.
- Highly skilled in verbal, written, and interpersonal communication. Professional computer skills desired.

## **Education and Experience Requirements**

Graduation from a four-year college or university with major course works in public policy, planning, real estate, government affairs or business. Graduate degree recommended, unless work experience can replace. Management experience is a plus. At least three years of progressively responsible professional employment in development, government and regulatory affairs, planning or engineering preferred.

## **Salary**

Commensurate with experience, Range 40-50K

## **Contact Information**

Please email, fax, or mail a cover letter, resume, and salary requirements to:

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