



DIRECTOR – POLICY & GOVERNMENT AFFAIRS

Scope of Work

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

Primary Responsibilities

- Formulate, develop, and communicate positions related to infrastructure planning, legislative initiatives, regulatory issues, land use, transportation, and environmental planning policies.
- Build and strengthen relationships with elected officials, citizen advisory groups, policy makers, and other industry, business, and environmental organizations, with particular focus on the Metro Atlanta region.
- Articulate through written and verbal communication positions and technical aspects of issues affecting Council members. Assist in development of message points on policy positions for President & CEO and Officers of the Council for speaking with media and elected officials. Prepare news articles, reports, and white papers to include in Council newsletter, website updates, and member communications on critical and time-sensitive issues.
- With support of the Policy Analyst, monitor, attend, participate, and report on a variety of local, regional, and state public meetings and stakeholder groups (examples include County Boards of Commissioners, City Councils, ATL Authority, Chambers of Commerce, CIDs, Atlanta Regional Commission).
- Work with President & CEO to develop and execute the Council's legislative agenda at the Georgia General Assembly. Serve as the lead lobbyist for the Council, using strategic partnerships to further the standing of the organization on a State-wide level.
- Prepare and deliver reports and coordinate committee meetings on a variety of issues related to government affairs, planning and development, transportation, public utilities, and environmental planning.
- Manage local advisory committees around the Metro Atlanta region.
- Oversee Emerging Leaders Initiative, including scheduling ELI board meetings, working with ELI board to plan ELI events, and attending/orchestrating ELI events.

Knowledge, Abilities and Skills Required

- Minimum Bachelors degree with major course work in public policy, planning, real estate, government affairs, and/or business. Graduate degree recommended, unless substituted with work experience. At least three years of progressively responsible professional employment in government and regulatory affairs with specialized knowledge in areas of real estate development, planning, engineering, or land use preferred.
- Knowledge of Federal, State, and local laws and regulations, and business practices related to growth and development.
- Highly developed written skills and the ability to interpret, synthesize, and communicate complex public policy positions in various written formats.
- Strong diplomatic and public relations skills in highly charged situations.
- Self-starter with skill in establishing priorities, working on multiple tasks, and ability to manage Policy Analyst.
- 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.
- Highly skilled in verbal and interpersonal communication.
- Ability to plan, organize, and manage projects utilizing volunteers and staff.