Title of Position: Governmental Affairs Director

Function of Position: VOICES for Alabama’s Children is an independent voice for Alabama children at the state capitol working to improve children’s health, education, safety and economic security through research, policy development, media campaigns and advocacy. We are currently seeking an experienced, self-motivated individual to fill the role of Governmental Affairs Director. This candidate will be a registered lobbyist, and the position will oversee the day-to-day operations of the organization’s advocacy portfolio under the leadership of the Executive Director, in addition to maintaining and nurturing relationships with state government, associated authorities and all committees. This position legislatively represents and protects the organization’s interests and policy priorities; assists in the establishment of strategies, policies and plans which align with governmental laws, regulations and standards; leads analysis of proposed legislative actions; and determines the potential impact on the organization in order to develop appropriate responses. This position’s foremost responsibility and top priority within their scope of work is to lead the organization’s governmental affairs work as part of the advocacy support team.

Classification: This is a full-time exempt position that reports directly to the Executive Director.

Project Management and Oversight:
- Oversees project planning and execution for specific activities related to legislative projects.
- Manages the recruitment, mobilization, and retention of coalition partners and key contact volunteers for multiple active projects. Develops and implements a strategic plan for the recruitment, mobilization and retention of coalition partners and key contacts.
- Conducts and runs internal project team strategy meetings.
- Identifies coalition partner interests, strengths and capacity. Channels coalition partners into the best opportunities to engage in specific projects.
- Identifies opportunities for the recruitment of grassroots networkers and key contact volunteers.
- Manages legislative intern support to implement campaign strategies.
- Conducts research to support the various campaigns, including policy research, background support, evidence of policy effectiveness, and examples of successes in other states.
- Is responsible for the monitoring of all legislation that is on the organization’s Policy and Priorities agenda, in addition to working in collaboration with the VOICES team on policy and agenda research.
- Is responsible for the oversight of vendor relationships pertinent to specific projects.

Communications:
- Provides content regarding legislative activity to Communications for advocacy update distribution to VOICES CAN! and all public-facing media

Metrics Tracking:
- Provides detailed results for effective tracking on all projects. Assists in the development of appropriate reports, evaluations, and data gathering for grant-funded activities.
Additional Duties and Tasks:

- Is willing to accept other duties and responsibilities as assigned by Executive Director to meet additional needs of the organization.
- Works with the Board of Directors Advocacy Committee to create legislative priorities.

Professional Skills, Experience and Education:

- Registered lobbyist or the ability to become one, with a Bachelor’s degree or equivalent work experience. Prefer 5+ years in a managerial role.
- Prior experience creating and implementing project plans with proven track record of results. This could include community organizing and mobilization, public policy, public health, health-related policy, government relations, political and/or issue projects.
- Ability to direct, coach, monitor, and supervise volunteers and coalition partners.
- Ability to implement programs and initiatives by engaging all key partners and constituents.
- Experience working with and creating grassroots legislative plans. Strong demonstrated knowledge of grassroots advocacy principles. Experience coordinating advocacy coalitions/task forces. Knowledge of capacity-building in the community preferred.
- Exceptional oral and written communications skills.
- Strong public speaking and presentation skills.
- Demonstrated ability to simultaneously manage multiple complex projects in varying stages of development under time constraints, coupled with a demonstrated ability to work with minimal supervision.
- Strong self-starter, with dynamic leadership skills.
- Ability to travel 40% of the time, including overnight travel in and out of state. Access to reliable transportation and ability to maintain valid driver’s license and auto insurance.
- Demonstrated computer literacy, including Windows-based applications, particularly Outlook and Excel, social media, Salsa Labs or similar CRM, and the ability to learn and use new applications quickly.
- Ability to work in a team environment and interact well with all levels of staff, volunteers, Board of Directors and the public. Proven background and willingness to work in atmosphere requiring flexibility and adaptability.
- Prior experience operating within grant funded budgets, in addition to grant reporting.

How to Apply:

Send cover letter, resume, writing sample, and salary requirements by email to:

VOICES for Alabama’s Children
vfac@alavoices.org

NO PHONE CALLS PLEASE