



**Position Description:
Director of Government Affairs**

Payroll Status: Salaried, Exempt **Primary Hours:** 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

POSITION OVERVIEW: The Director of Government Affairs is responsible for serving LeadingAge Kansas members through policy, advocacy, and leadership. The position oversees legislative and regulatory efforts to meet member needs and achieve association priorities. This position works closely with and reports to President/CEO.

JOB DUTIES:

- Leads association advocacy strategies and initiatives on the state and federal level
- Monitors, analyzes, and responds to relevant legislative and regulatory activities
- Coordinates legislative efforts with contract lobbying team
- Prepares and presents testimony and comments to legislative and regulatory bodies
- Educates policymakers on issues regarding older Kansans, aging services, and the not-for-profit difference
- Researches and analyzes emerging advocacy and aging services policy issues
- Collaborates with state regulatory agencies (KDADS, KDHE, and others) on aging services issues
- Collaborates with partner associations (Kansas Hospital Association and others) on legislative and regulatory initiatives
- Assists staff of LeadingAge Kansas subsidiaries with advocacy efforts and other projects as needed
- Orchestrates grassroots education and advocacy
- Writes newsletter articles, action alerts, legislative updates, compilations, and other written communications
- Represents association on coalitions, taskforces, councils, and stakeholder meetings as needed
- Assists in development of LeadingAge Kansas public policy priorities and strategic action plans
- Creates, prepares and delivers reports and educational content to members, stakeholders and others as necessary
- Works collaboratively with LeadingAge Kansas staff to serve and support LeadingAge Kansas and its affiliates
- Performs other duties as needed

QUALIFICATIONS:

- Bachelor's degree in health care, government or other relevant field is required
- Five years of work-related experience is required; knowledge of the legislative process is preferred
- Excellent verbal and written communication skills
- Strong analytical skills with a proven ability to distill information into concise, effective communications
- Excellent interpersonal skills with demonstrated ability to be a team player, work with a wide variety of people and build strong professional networks
- Strong presentation skills in front of large groups including members, legislators, regulators, stakeholders, and members of the media
- Ability to work independently with a high level of accuracy under tight deadlines and follow through with multiple projects
- Knowledge of Microsoft suite products, Adobe products and video conferencing
- Occasional travel and valid driver's license required

PHYSICAL DEMANDS:

- Lift and move items up to thirty (30) pounds
- Sit, stand and walk for extended periods of time
- Ability to work on the computer for hours at a time and concentrate on detailed information
- Must be able to speak and listen effectively